



Woodley Town Council

The Oakwood Centre
Headley Road
Woodley
Berks, RG5 4JZ

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that a Meeting of the Town Council will be held at The Oakwood Centre on Tuesday 30 June 2015 at 8:00pm.

Deborah Mander
Town Clerk

Town Forum

The first 30 minutes of the meeting will be set aside for members of the public to pose questions to the Council.

If there are no questions, the Council will commence business forthwith.

Before the start of the meeting Tania Christie, Welfare Officer and Community Adviser from SSE, will speak to Members about community support provided by SSE.

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
3. **MINUTES OF COUNCIL MEETING HELD ON 19 MAY 2015** Page 4
To approve the Minutes of the Annual Meeting held 19 May 2015 and that they be signed by the Chairman.

4. **COMMITTEE REPORTS**

To receive reports from the following:

4.1	Plans Committee	26 May 2015	Page 17
4.2	Leisure Services Committee	2 June 2015	Page 23
4.3	Community Services Committee	9 June 2015	Page 27
4.4	Strategy and Resources Committee	16 June 2015	Page 31
4.5	Plans Committee	23 June 2015	Page 41

5. **FINANCIAL STATEMENTS AND ANNUAL RETURN 2014/15**

- a) To approve the Financial statements for 2014/15 and authorise the signing of the statements by the Mayor and the Town Clerk. Appendix Page 1

The Financial Statements have been prepared as supporting accounting working papers to the Accounting Statements as set out in Section 1 of the Annual Return.

- b) To approve the Accounting Statements for 2014/15 as set out in Section 1 of the Annual Return and authorise the signing of the statements by the Mayor. Appendix Page 14

Attached for Members' information is an explanation of the variances, which has been prepared for the external audit. Appendix Page 19

- c) To approve the Annual Governance Statement for 2014/15, as set out in section 2 of the Annual Return, and authorise the signing of the document by the Mayor and the Town Clerk. Appendix Page 15

Supporting information to the Annual Governance Statement is provided. Appendix Page 21

Please note that the documents for this agenda item are enclosed separately in the Financial Statements and Annual Return 2014/15 appendix.

6. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

7. **LLOYDS BANK – BACS PAYMENTS**

The Council is required by its bankers, Lloyds Bank, to consider and approve the terms on which the Council's BACS payments will operate with regard to the aggregate amount outstanding at any one time and in line with regulations relating to borrowing.

Under Schedule 1 of the Local Government Act 2003 the Council is permitted to borrow by way of a temporary loan or overdraft pending receipt of revenues receivable. Other long term borrowing has to be approved by the Department for Communities and Local Government, usually for capital projects.

In this respect Members are required to consider the following motion:

“To approve the use of a BACS facility with Lloyds Bank up to an aggregate of £65,000 outstanding at any one time and pursuant to Schedule 1 of the Local Government Act 2003 and to authorise the Town Clerk to enter into all documentation in that regard on behalf of the Council.”

8. **REPRESENTATIVES ON OUTSIDE BODIES**

a) To consider appointing Town Council representatives to the following vacancies on outside organisations and bodies:

Berkshire Association of Local Councils (BALC)	1 vacancy
Wokingham District Association of Local Councils (WDALC)	1 vacancy
Campaign Against Waste	2 vacancies
Road/Street Works Major Projects Meetings	Vacancy for 1 deputy
Sandford Farm Steering Group	Vacancy for 1 deputy
Wokingham Borough/Parish Working Group	Vacancy for 1 deputy
Woodley Airfield Centre Management Committee	1 vacancy

b) To receive any reports from Town Council representatives on outside bodies. **(Appendix 8)**

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9. **TOWN MAYOR'S ENGAGEMENTS**

To note the list of engagements attended by Councillor Dave Mills since his election as Town Mayor. **(Appendix 9)**

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To receive a report from Councillor Jenny Cheng on her engagements as Deputy Town Mayor.

10. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

Woodley Town Council

**Minutes of the Annual Meeting of the Town Council held at the Oakwood Centre
on Tuesday 19 May 2015 at 8 pm**

Present: Councillors B. Franklin (Chairman); K. Baker; T. Barker; S. Brindley;
A. Chadwick; J. Cheng; R. Dolinski; P. Etherington; M. Forrer;
D. Fradley; K. Gilder; M. Green; R. Horskins; R. Lay; J. MacNaught;
D. Mills; S. Rahmouni; D. Smith; D. Stares; J. Trick; M. Walker

Officers in attendance: D. Mander, Town Clerk; K. Murray, Service Support Manager;
L. Matthews, Committee Officer

Before the start of the meeting, the Town Mayor presented grant cheques to representatives of the following local community groups, organisations and individuals:

Me2 Club, Woodley Adopt a Street Project, Woodley Concert Band, Woodley Photographic Club, Woodley United Football Club and Adrian Wakelin.

Following the presentation of the grant cheques a maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum. As there were no members of the public wishing to address the Council the Town Forum did not take place.

1. ELECTION OF TOWN MAYOR

The outgoing Mayor, Councillor Franklin, addressed the Council and said that it had been a great privilege to be the Town Mayor. He had attended over 70 events and the year had been exhausting, exhilarating and emotional on occasions. Councillor Franklin's wife, Pam, had accompanied him to nearly all of the events and he thanked her for her support. He also thanked the Town Clerk for her guidance during the year and the Committee Officer for managing his diary. Councillor Franklin said that he would always remember and cherish his time as the Mayor of Woodley.

The outgoing Mayor then called for nominations for the office of Town Mayor for 2015/16.

It was proposed by Councillor Baker, seconded by Councillor Chadwick and

RESOLVED:

- ◆ To elect Councillor Mills to the office of Town Mayor of Woodley for the 2015/16 municipal year.

2. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Mills made and signed the Declaration of Acceptance of Office of Town Mayor and took the chair.

Councillor Mills said that it was an honour to be presented with the Chain of Office by Councillor Franklin and he thanked Councillor Franklin for his hard work over the past year. He then presented Councillor Franklin with a Past Mayor's Badge.

3. **WOODLEY TOWN COUNCIL ELECTION 2015**
The list of Councillors elected on 7 May 2015 was noted and is attached to these minutes at **Appendix A.**

4. **DECLARATIONS OF ACCEPTANCE OF OFFICE**
The Town Clerk reported that all Councillors elected on 7 May 2015 had made and signed their Declaration of Acceptance of Office.

5. **APOLOGIES FOR ABSENCE**
Apologies for absence were received from Councillors Dixon, Soane, Wicks and Willson.

6. **DECLARATIONS OF INTEREST**
There were no declarations of interest made by Members.

7. **ELECTION OF DEPUTY TOWN MAYOR**
It was proposed by Councillor Baker, seconded by Councillor Chadwick and

RESOLVED:

- ◆ To elect Councillor Cheng to the office of Deputy Mayor for the 2015/16 municipal year

8. **COMPOSITION OF THE COUNCIL**

RESOLVED:

- ◆ To note the current composition of the Council:
24 Conservative Members and 1 Liberal Democrat Member.

9. **POLITICAL GROUP LEADERS**

RESOLVED:

- ◆ To note the appointment of Councillor Cheng as Leader and Councillor Dolinski as Deputy Leader of the Conservative Group.

10. **LEADERSHIP OF THE COUNCIL**

- 10.1 It was proposed by Councillor Cheng, seconded by Councillor Dolinski and

RESOLVED:

- ◆ To elect Councillor Baker as Leader of the Council for the 2015/16 municipal year.

- 10.2 It was proposed by Councillor Cheng, seconded by Councillor Dolinski and

RESOLVED:

- ◆ To elect Councillor Chadwick as Deputy Leader of the Council for the 2015/16 municipal year.

11. **STANDING COMMITTEES 2015/16**

It was proposed by Councillor Baker, seconded by Councillor Chadwick and

RESOLVED:

- ◆ That there be nine places on each of the standing committees for the 2015/16 municipal year.

11.1 **Strategy & Resources Committee**

RESOLVED:

- ◆ To appoint Councillors Baker, Brindley, Chadwick, Cheng, Dolinski, Mills, Rahmouni, Stares and Walker to the Strategy and Resources Committee for the 2015/16 municipal year.

11.2 **Leisure Services Committee**

RESOLVED:

- ◆ To suspend Standing Order 2 j (viii) in order to propose that the Liberal Democrat Member be appointed to the Leisure Services Committee.
- ◆ To appoint Councillors Barker, Franklin, Gilder, Green, Lay, Rahmouni, Soane, Stares and Willson to the Leisure Services Committee for the 2015/16 municipal year.

11.3 **Community Services Committee**

RESOLVED:

- ◆ To appoint Councillors Cheng, Dolinski, Forrer, MacNaught, Mills, Smith, Soane, Walker and Willson to the Community Services Committee for the 2015/16 municipal year.

11.4 **Plans Committee**

RESOLVED:

- ◆ To appoint Councillors Barker, Brindley, Cheng, Dixon, Dolinski, Green, Rahmouni, Walker and Wicks to the Plans Committee for the 2015/16 municipal year.

The following item was notified to Members after the agenda had been published:

11.5 **Meetings Schedule 2015/16**

Members considered a revised schedule of meetings, in which the Plans Committee meetings, which had been moved to Monday evenings, had reverted back to Tuesday evenings. The Town Clerk explained that this had been necessary as an insufficient number of Members were available to attend meetings on Monday evenings.

RESOLVED:

- ◆ To approve the amended meetings schedule, as attached at **Appendix B**.

12. **CHAIRMEN AND VICE CHAIRMEN OF STANDING COMMITTEES**

Under Standing Order 4 d) members of the standing committees appointed the Chairmen and Vice Chairmen of the standing committees as follows:

12.1 **Strategy and Resources Committee**

a) **Chairman:**

It was proposed by Councillor Dolinski, seconded by Councillor Brindley and

RESOLVED:

- ◆ To appoint Councillor Baker Chairman of the Strategy & Resources Committee for the municipal year.

- b) **Vice Chairman:**
It was proposed by Councillor Dolinski, seconded by Councillor Brindley and
- RESOLVED:**
- ◆ To appoint Councillor Chadwick Vice Chairman of the Strategy & Resources Committee for the municipal year.
- 12.2 **Leisure Services Committee**
- a) **Chairman:**
It was proposed by Councillor Green, seconded by Councillor Stares and
- RESOLVED:**
- ◆ To appoint Councillor Soane Chairman of the Leisure Services Committee for the municipal year.
- b) **Vice Chairman:**
It was proposed by Councillor Green, seconded by Councillor Lay and
- RESOLVED:**
- ◆ To appoint Councillor Barker Vice Chairman of the Leisure Services Committee for the municipal year.
- 12.3 **Community Services Committee**
- a) **Chairman:**
It was proposed by Councillor Cheng, seconded by Councillor Forrer and
- RESOLVED:**
- ◆ To appoint Councillor Smith Chairman of the Community Services Committee for the municipal year.
- b) **Vice Chairman:**
It was proposed by Councillor MacNaught, seconded by Councillor Smith and
- RESOLVED:**
- ◆ To appoint Councillor Walker Vice Chairman of the Community Services Committee for the municipal year.
- 12.4 **Plans Committee**
- a) **Chairman:**
It was proposed by Councillor Brindley, seconded by Councillor Green and
- RESOLVED:**
- ◆ To appoint Councillor Barker Chairman of the Plans Committee for the municipal year.
- b) **Vice Chairman:**
It was proposed by Councillor Brindley, seconded by Councillor Green and
- RESOLVED:**
- ◆ To appoint Councillor Dolinski Vice Chairman of the Plans Committee for the municipal year.

13. **APOINTMENT OF WORKING PARTIES AND SUB COMMITTEE**

Under Standing Order 4 e) members of the parent standing committee considered the terms of reference and appointed places and members to the working parties as follows:

13.1 **Strategy and Resources Committee**

a) **Investments Working Party:**

RESOLVED:

- ◆ To approve the terms of reference of the Investments Working Party.
- ◆ That there be 4 places on the Investments Working Party for the 2015/16 municipal year.
- ◆ To appoint Councillors Baker, Barker, Brindley and Mills to the Investments Working Party for the municipal year.

b) **Risk Management Working Party:**

RESOLVED:

- ◆ To approve the terms of reference of the Risk Management Working Party.
- ◆ That there be 4 places on the Risk Management Working Party for the 2015/16 municipal year.
- ◆ To appoint Councillors Green, Horskins, Lay and Mills to the Risk Management Working Party for the municipal year.

c) **Catering Partnership Management Panel:**

RESOLVED:

- ◆ To approve the terms of reference of the Catering Partnership Management Panel.
- ◆ That there be 4 places on the Catering Partnership Management Panel for the 2015/16 municipal year.
- ◆ To appoint Councillors Chadwick, Green, Horskins and Rahmouni to the Catering Partnership Working Party for the municipal year.

d) **Standing Orders and Financial Regulations Working Party:**

RESOLVED:

- ◆ To approve the terms of reference of the Standing Orders and Financial Regulations Working Party.
- ◆ That there be 3 places on the Standing Orders and Financial Regulations Working Party for the 2015/16 municipal year.
- ◆ To appoint Councillors Baker, Franklin and Smith to the Standing Orders and Financial Regulations Working Party for the municipal year.

e) **Personnel Sub Committee:**

RESOLVED:

- ◆ To approve the terms of reference of the Personnel Sub Committee.
- ◆ That there be 4 places on the Personnel Sub Committee for the 2014/15 municipal year.
- ◆ To appoint Councillors Cheng, Dolinski, Rahmouni and Soane to the Personnel Sub Committee for the municipal year.

13.2 **Community Services Committee**

a) **Community Youth Partnership:**

RESOLVED:

- ◆ To approve the terms of reference of the Community Youth Partnership.
- ◆ That there be 5 places on the Community Youth Partnership for the 2015/16 municipal year.
- ◆ To suspend Standing Order 4 f) in order to propose that the Liberal Democrat member be appointed to the Community Youth Partnership for the municipal year.
- ◆ To appoint Councillors Dolinski, Gilder, Forrer, Stares and Walker to the Community Youth Partnership for the municipal year.
- ◆ To appoint the following voluntary sector representatives to the Community Youth Partnership for the municipal year:
Sam Milligan (Just Around the Corner charity), Megs Dimbylow (Network Vineyard Church), Graham Sumbler (Woodley Baptist Church), Steve Outen (Woodley United), Natalie Yorke (Girlguiding) and Trina Farrance (Bulmershe Gym Club).

13.4 **Bulmershe Site of Urban Landscape Value (SULV) Joint Working Party**

It was noted that this was a newly formed joint working party with Earley Town Council, reporting directly to Full Council. The terms of reference of the Bulmershe Site of Urban Landscape Value Joint Working Party had been approved at the extraordinary meeting of the Council held on 28 April 2015 and both Woodley Town Council and Earley Town Council would appoint 2 representatives and 1 named substitute.

RESOLVED:

- ◆ To appoint Councillors Baker and Stares to the Bulmershe SULV Joint Working Party for the municipal year with Councillor Cheng as the substitute.

14. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

Having being duly nominated it was

RESOLVED:

- ◆ To appoint the following:

Berkshire Association of Local Councils (BALC) – 2 places

Councillor Barker

Wokingham District Association of Local Councils – 2 places

Councillor Barker

ARC – 2 places

Councillor Gilder and Mrs S. Flower

Campaign Against Waste – 3 places

Councillor Walker

Citizens Advice Bureau – 1 place

Councillor Brindley

C-Salt Community Forum – 1 place

Councillor Baker

Highwood Management Conference – 2 places

Councillor Gilder and Mrs M. Holmes

Mid and West Berks Local Access Forum – 1 place

Councillor Mills

Museum of Berkshire Aviation Trust – 2 places

Councillors Green and Soane

ReadiBus – 1 place

Councillor Gilder

Road/Street Works Major Projects Meeting – 1 place (plus 2 deputies)

Councillor Walker with Councillor Cheng as a deputy representative.

Sandford Farm Steering Group – 1 place (plus 1 deputy)

Councillor Chadwick

Sonning & District Welfare & Education Trust – 1 place

Councillor Smith

The Bulmershe School: Governor – 1 place

Following Councillor Cheng's resignation from this position Councillor Dolinski was appointed to serve until 2018.

Wokingham Borough/Parish Working Group – 1 place (plus 1 deputy)

Councillor Mills

Woodley Airfield Centre Management Committee – 2 places

Councillor Soane

Woodley Bowling Club Management Committee – 1 place

Councillor Mills

Woodley Football Forum Steering Group – 1 place

Councillor Baker

Woodley Town Centre Management Initiative – 2 places

Councillor Mills and Mrs M. Holmes

Woodley Volunteer Centre – 1 place

Councillor MacNaught

Poor's Land Charity

Following the resignation of Councillor Cheng from this position, Councillor Forrer was appointed to serve in her place until 2016.

It was noted that the Council's other representatives on this body are Mrs S. Flower, serving until 2016, and Councillor Mills and Mr L. Day, serving until 2018.

Representation on the following outside body was noted:

Robert Palmer Almshouse Charity – 1 place

Representative is Councillor Rahmouni (serving to 2016)

15. **CHEQUE SIGNATORIES 2015/16**

RESOLVED:

- ◆ To appoint Councillors Baker, Horskins, MacNaught, Mills and Stares as signatories to sign cheques and transfers on behalf of the Council.

16. **MINUTES OF THE COUNCIL MEETING - 10 FEBRUARY 2015**

The Town Mayor presented the minutes of the meeting held on 10 February 2015.

Minute 67.5: Minutes of the Strategy and Resources Committee: 3 February 2015: Minute 85: Public Toilets Working Party

In reply to a question the Town Clerk reported that she had still not received a reply from Wokingham Borough Council regarding the possible charge for the loss of parking spaces in the Waitrose/Crockhamwell Road carpark, but that it was expected shortly. She agreed to contact Wokingham Borough Council again seeking a response.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 11 February 2015 and that they be signed by the Mayor as a correct record.

17. **MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD ON 28 APRIL 2015**

The Town Mayor presented the minutes of the extraordinary meeting held on 28 April 2015.

RESOLVED:

- ◆ To approve the minutes of the extraordinary meeting of the Council held on 28 April 2015 and that they be signed by the Mayor as a correct record.

18. **COMMITTEE REPORTS**

18.1 **Minutes of the Plans Committee: 17 February 2015**

Councillor Cheng presented the Plans Committee minutes of the meeting of 17 February 2015.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 17 February 2015.

18.2 **Minutes of the Plans Committee: 17 March 2015**

Councillor Cheng presented the Plans Committee minutes of the meeting of 17 March 2015.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 17 March 2015.

18.3 **Minutes of the Leisure Services Committee: 24 March 2015**

Councillor Barker presented the Leisure Services Committee minutes of the meeting of 24 March 2015.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee held on 24 March 2015.

- 18.4 **Minutes of the Community Services Committee: 31 March 2015**
Councillor Smith presented the Community Services Committee minutes of the meeting of 31 March 2015.

Minute 114: Application for a premises licence under the Licensing Act 2003: Martins, 141 Crockhamwell Road

Councillor Smith informed Members that following the Town Council's objections to this application a hearing had been held by Wokingham Borough Council's Licensing and Appeals (Hearings) Sub Committee. Councillor Mills, who had represented the Town Council at the hearing, informed Members that the Council had recently been notified that the licence had been granted and that Martins would be permitted to sell alcohol between the hours of 6:00am and 23:00pm.

RESOLVED:

- ◆ To receive the minutes of the Community Services Committee held on 31 March 2015.

- 18.5 **Minutes of the Strategy and Resources Committee: 14 April 2015**
Councillor Baker presented the Strategy and Resources Committee minutes of the meeting of 14 April 2015.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee held on 14 April 2015.

- 18.6. **Minutes of the Plans Committee: 21 April 2015**
Councillor Cheng presented the Plans Committee minutes of the meeting of 21 April 2015.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 21 April 2015.

19. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"As we start this new 4 year cycle following the elections a few weeks ago the council now has nearly half of its councillors as completely new to this role. In fact most of these are new to "politics" (with a small p) as well. I welcome all of you to this very important role representing your respective residents. That welcome obviously also extends to those councillors who have returned.

At this point I want to make a special mention of Kay who is now the only member of the opposition and I know we all will go out of our way to make sure she feels included. We have made a start by agreeing to a couple of committee places selected by Kay despite the standing orders not providing any dedicated slots.

We have already made a start to review any working party that is no longer relevant. The Public Toilets Working Party will be rolled back into an agenda item on the Strategy & Resources Committee as we are moving into the implementation phase.

The Woodford Park Leisure Centre Entrance Improvements Working Party has been suspended and will re-emerge out of the work being carried out on the future of the Leisure Centre as a Task and Finish Group. This will build on the report by Alliance Leisure, which was commissioned a few months ago.

The Allotments Working Party will roll back into an agenda item on the Community Services Committee. This working party, which has caused some angst amongst the Allotments Tenants Committee in the past, has not met very frequently over the last year. In the mean time a great working relationship between them and the Administration Officer has developed. When approached the key members of the Tenants Committee expressed a strong desire to continue the direct link which makes a lot of sense.

The final working party that will be collapsed is the Keep Woodley Clean Working Party. This was originally set up to help create the Woodley Adopt a Street Project (WASP). This is now extremely well established and so this working party is no longer needed. However it could well be a standing agenda item for the Community Servicers Committee.

Finally I will be mapping out a program for this next cycle of 4 years with 4 or 5 significant projects. They will cover areas such as the 3G pitch; the redevelopment of the north end of the town centre; a regeneration plan for Woodford Park Leisure Centre and, jointly with WBC, redevelopment plans for the area off Loddon Bridge Road close to the bridge."

20. **REPRESENTATIVES ON OUTSIDE BODIES**

Members noted the report on ARC, which had been received from Mrs S. Flower and had been included with the agenda. As she was present at the meeting, Mrs Flower was invited to give her report in person.

21. **TOWN MAYOR'S ENGAGEMENTS**

Councillor Franklin informed the Council of the 13 events he had attended since the last meeting.

The following item was notified to Members after the agenda had been published:

22. **3G ARTIFICIAL GRASS PITCH PROJECT**

The Town Clerk presented Report No. FC 2/15.

RESOLVED:

- ◆ To agree the terms and conditions of the grant funding of up to £277,200 offered by the Premier League and Football Association Facilities Fund, administered by the Football Foundation, in respect of the 3G pitch project.
- ◆ That the Town Clerk and Leisure Services Manager be given approval to sign the acceptance of grant contract on behalf of the Council.
- ◆ To approve the payment of pre construction costs relating to the planning application requirements and other costs required to be able to proceed with the project and that these be funded from the loan funds once they are drawn down.

- ◆ To elect to treat income from the 3G pitch and the tennis/netball court at Woodford Park as VATable.
- ◆ That the Chairman of the Leisure Services Committee and the Leader of the Council be nominated to liaise regularly with officers on the progress of the project.

The meeting closed at 9:30pm

Town Mayor

Members elected to Woodley Town Council at the election held on 7 May 2015

Bulmershe Ward

Paul Etherington
Mark Green
David Stares
Philip Wicks

Coronation Central Ward

Keith Baker
Sam Rahmouni

Coronation East

Tom Barker
Jenny Cheng
Mary Walker

Loddon Airfield Ward

Richard Dolinski
Michael Forrer
Brian Franklin

Loddon South Ward

Anne Chadwick
Darren Smith
Bill Soane

Loddon West Ward

Robert Horskins
Jackie Trick

South Lake North Ward

Doug Fradley
Rob Lay
Mark Willson

South Lake South Ward

Caz Dixon
Kay Gilder
John MacNaught

Warren Ward

Shadi Brindley
Dave Mills

TIMETABLE OF MEETINGS - 2015/2016
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All Council and Committee meetings are held on Tuesdays. Plans Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

PLANS COMMITTEE	LEISURE SERVICES	COMMUNITY SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2015</u>	<u>2015</u>	<u>2015</u>	<u>2015</u>	<u>2015</u>
26 May (SH) 23 June	2 June	9 June	16 June	Annual Meeting: 19 May 30 June
21 July 18 August (SH) 22 September	1 September (SH)	8 September	15 September	29 September
20 October 17 November	3 November	10 November	24 November	8 December
15 December <u>2016</u> 12 January	<u>2016</u> 5 January	<u>2016</u> 19 January	<u>2016</u> 26 January	<u>2016</u> Budget Meeting (not public): To be decided 9 February
16 February (SH) 15 March 19 April	5 April (SH)	12 April	26 April	Town Electors: 1 March Annual Meeting: 10 May

(SH = School Holidays)

SCHOOL TERM DATES2015 Monday 20 April to Wednesday 22 July

Wednesday 2 September to Friday 18 December

(NOTE: Training days - to be agreed)

Half Term: 25 - 29 May

Half Term: 26 - 30 October

Good Friday: 3 April 2015

WTC & WBC Elections: 7 May 2015

2016 Tuesday 5 January to Thursday 24 March

Monday 11 April to Wednesday 20 July

(NOTE: Training days - to be agreed)

Half Term: 15 - 19 February

Half Term: 30 May - 3 June

Good Friday: 25 March 2016

WBC Elections: 5 May 2016

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 26 May 2015 at 7:45 pm**

Present: *Councillors: T. Barker (Chairman); S. Brindley; J. Cheng; R. Dolinski;
S. Rahmouni; M. Walker; P. Wicks*

Also present: *Councillor K. Baker
2 members of the public*

Officer present: *L. Matthews, Committee Officer*

1. **APOLOGIES**

Apologies for absence were received from Councillors C. Dixon and M. Green.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF PREVIOUS MEETING**

RESOLVED:

- ◆ That the minutes of the meeting held on 21 April 2015 be approved and signed by the Chairman as a true and accurate record.

4. **PLANNING DECISIONS**

RESOLVED:

- ◆ To note information on decision notices received from the planning authority since the last meeting. (***Appendix A***)

5. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

- ◆ To forward comments to the planning authority as follows:

F/2015/0660

Location: 32 Rowan Drive, Woodley, RG5 4LW.

Proposal: Proposed erection of a new summer house/shed.

Observations: The Committee had no objections but particularly asked that any neighbours' concerns be taken into account.

F/2015/0885

Location: 19 Carlton Close, Woodley, RG5 4JS.

Proposal: Application for internal alterations to existing workshop to form a new bathroom.

Observations: The Committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account regarding the obscure glazed window overlooking the neighbouring property.

F/2015/0905

Location: 160 Crockhamwell Road, Woodley, RG5 3JJ.

Proposal: Proposed replacement of existing external ATM with upgraded model and lowered to be DDA compliant.

Observations: No objections.

A/2015/0906

Location: 160 Crockhamwell Road, Woodley, RG5 3JJ.

Proposal: Application for advertisement consent for the proposed erection of replacement signage above ATM machine

Observations: No objections.

F/2015/0974

Location: 7 Ambleside Close, Woodley, RG5 4JJ.

Proposal: Proposed erection of a two storey side and single storey side extensions to dwelling, following demolition and removal of existing garage.

Observations: The Committee had no objections but particularly asked that any neighbours' concerns be taken into account.

F/2015/0975

Location: 24 Badgers Rise, Woodley, RG5 3AJ.

Proposal: Householder application for a single storey rear extension to dwelling.

Observations: No objections.

F/2015/0979

Location: 87 Butts Hill Road, Woodley, RG5 4NT.

Proposal: Proposed erection of a single storey side extension to dwelling to form conservatory.

Observations: The Committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

F/2015/0982

Location: 34 Bingley Grove, Woodley, RG5 4TT.

Proposal: Proposed conversion of existing garage to additional habitable accommodation.

Observations: The Committee had no objections to the conversion of the garage, but had concerns over the access to parking space number 2.

F/2015/1039

Location: Little Ducklings Day Nursery, Campbell Road, Woodley, RG5 3NA.

Proposal: Application for the recladding and retention of portacabin and erection of two extensions, in use as a private day nursery, for a further temporary period of 10 years.

One neighbour was present at the meeting to query the description of the proposal.

Observations: The Committee had no objection to the recladding, but queried the description of the proposal as the drawings show recladding of three existing buildings and do not show any new extensions.

F/2015/1040

Location: 1 Caldbeck Drive, Woodley, RG5 4LA.

Proposal: Proposed erection of single storey side extension to dwelling, following demolition and removal of existing garage.

Observations: The Committee recommended that this application be refused on the following grounds:

- Unneighbourly.
- Out of keeping with neighbouring properties.
- Out of character with the street scene.

F/2015/1080

Adjoining parish consultation

Location: Land to rear of 411-413 Wokingham Road, Earley, RG6 7EL.

Proposal: Proposed erection of 4No. four bedroom detached dwellings with access and parking.

Observations: The Committee commented that insufficient parking was provided in the proposal.

TL/2015/1181

Location: Sandford Lane, Mohawk Way, Woodley, RG5 4TA.

Proposal: Application for prior approval for the proposed installation of a 9.7 metre high phase 4 monopole, an MK4 link/AC cabinet, a POW/fredo cabinet and a Huawei side by side cabinet at ground level and associated development.

Observations: No objections.

6. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of four ongoing enforcement matters and one enforcement notice that had been served.

The meeting closed at 8:36 pm

Chairman

Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
F/2014/2465	2 The Ridgeway	Proposed retention of detached annex serving 2 The Ridgeway for use as a self-contained dwelling. (Retrospective)	REFUSED <i>[WTC: concerns]</i>
F/2014/2563	1 Kittiwake Close	Proposed erection of a part two storey side, single storey rear extensions to dwelling and conversion of existing garage to additional habitable accommodation.	Approved <i>[WTC: no objections]</i>
F/2014/2610	222 Colemans Moor Road	Proposed erection of two storey side and single storey rear extensions following demolition of existing detached garage.	Approved <i>[WTC: no objections]</i>
F/2014/2765	Former Allied Bakeries Site, Viscount Way	Proposed erection of 70 dwellings with associated roads, parking, amenity space, landscaping and creation of new access onto Loddon Bridge Road	<i>Withdrawn</i>
F/2014/2863	Land to the rear of 6 Phillips Close	Proposed erection of 1No. detached dwelling with formation of access following the demolition of existing brick structure.	Approved <i>[WTC: refuse]</i>
F/2015/0185	205 Hurricane Way	Proposed erection of a two storey rear extension, first floor side extension, part conversion of existing double garage and conversion of loft space to additional habitable accommodation with insertion of roof lights.	Approved <i>[WTC: no objections]</i>
F/2015/0438	8 Sunderland Close	Proposed erection of a single storey front/side extension to dwelling, repositioning of front door with creation of a new gable roof and porch.	Approved <i>[WTC: no objections]</i>
F/2015/0442	1 Dunbar Drive	Proposed conversion of garage to create habitable accommodation, plus a single storey front extension to form porch.	Approved <i>[WTC: no objections]</i>
F/2015/0452	3 Corbett Gardens	Proposed erection of a two storey side extension, single storey front and rear extensions and part conversion of existing garage.	Approved <i>[WTC: concerns]</i>
F/2015/0469	35 Anthian Close	Proposed erection of a single storey rear extension to dwelling.	Approved <i>[WTC: no objections]</i>
F/2015/0482	37 Lismore Close	Proposed erection of single storey side and rear extensions plus single storey front porch extension.	Approved <i>[WTC: concerns]</i>

PLANNING DECISIONS continued

Plan No.	Address	Proposal	Decision
F/2015/0490	164 Reading Road	Proposed erection of a two storey side extension, side dormer extension, single storey rear extension and creation of front canopy and removal of existing chimney stack.	Approved <i>[WTC: no objections]</i>
F/2015/0534	12 Arundel Road	Proposed erection of 1 No. semi detached dwelling attached to No.12 Arundel Road.	Approved <i>[WTC: no objections]</i>
F/2015/0540	21 Harris Close	Proposed erection of single storey side and rear extension.	Approved <i>[WTC: no objections]</i>
CLP/2015/0586	59 Manor Road	Application for a certificate of lawful proposed use for the erection of a single storey rear extension.	Approved
F/2015/0604	4 Woodwaye	Proposed erection of a part single storey/part two storey side extension to dwelling, with front and side dormer windows.	Approved <i>[WTC: no objections]</i>
F/2015/0605	18 Lindberg Way	Proposed conversion of existing garage to additional habitable accommodation with bay window and canopy extension.	Approved <i>[WTC: no objections]</i>
F/2015/0606	3 Ravensbourne Drive	Proposed erection of a part single/part two storey rear extension to dwelling.	Approved <i>[WTC: no objections]</i>
F/2015/0617	126 Howth Drive	Proposed erection of single storey front extension.	Approved <i>[WTC: no objections]</i>
F/2015/0632	1 Wheble Drive	Proposed erection of single storey front extension following the demolition of existing front porch.	Approved <i>[WTC: no objections]</i>
CLP/2015/0649	40 Mannock Way	Application for a certificate of lawful proposed use for the erection of a flat roof rear dormer window extension to dwelling.	REFUSED
F/2015/0659	20 Campbell Road	Proposed erection of a part two storey/part single storey rear extension, a first floor side extension, a single storey front extension and conversion of garage to create habitable accommodation to dwelling.	REFUSED <i>[WTC: refuse]</i>
F/2015/0678	9 Bibury Close	Proposed erection of single storey rear extension.	Approved <i>[WTC: no objections]</i>

PLANNING DECISIONS continued

Plan No.	Address	Proposal	Decision
F/2015/0680	9 Woodlands Avenue	Proposed erection of a flat roof side dormer window extension to dwelling.	Approved <i>[WTC: refuse]</i>
F/2015/0704	9 South Lake Crescent	Proposed erection of a single storey rear extension and renovation of existing single storey side extension.	Approved <i>[WTC: no objections]</i>
CLP/2015/0717	125 Butts Hill Road	Application for a certificate of lawful proposed use for the conversion of existing loft space to additional habitable accommodation, to include a rear dormer extension, replacement of existing hipped end with side gable, installation of 3 x rooflights in front elevation, conversion of garage to habitable accommodation with alterations to existing flat roof of garage and insertion of rooflight in existing flat roof of garage.	Approved
F/2015/0731	331 Headley Road East	Proposed erection of single storey front extension to create porch.	Approved <i>[WTC: concerns]</i>
F/2015/0797	18 Dartington Avenue	Proposed erection of a single storey front extension, conversion of existing garage to additional habitable accommodation, following demolition of existing porch.	Approved <i>[WTC: no objections]</i>
F/2015/0867	80 Beechwood Avenue	Proposed erection of part two storey, part single storey rear and side extension to dwelling plus alterations to fenestration.	<i>Withdrawn</i>

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 2 June 2015 at 8.00 pm**

Present: *Councillors W. Soane (Chairman); T. Barker; B. Franklin; K. Gilder;
M. Green; R.Lay; D. Stares; M. Willson*

Officers present: *D. Mander, Town Clerk; K. Murray, Service Support Manager;
A. Bunn, Leisure Services Manager; L. Matthews, Committee Officer*

Also present: *Councillors K. Baker; R. Dolinski*

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S. Rahmouni.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING HELD ON 24 MARCH 2015**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 24 March 2015 be approved and signed by the Chairman as a correct record.

4. **BUDGETARY CONTROL**

a) The Town Clerk presented Report No. LS 10/15, the draft 2014/15 year end expenditure and income accounts. Members noted that the income for the year was greater than had been estimated in the budget, with the income from Woodford Park Leisure Centre being 6% higher than anticipated, due to the courses and activities that had been transferred from Bulmershe Leisure Centre. The income from the football pitches was 8% higher than anticipated. Members thanked the Leisure Services Manager and his staff for all their hard work to bring in the extra income.

RESOLVED:

- ◆ To note Report No. LS 10/15.

b) The Town Clerk presented Report No. LS 11/15.

RESOLVED:

- ◆ To note Report No. LS 11/15.

5. **WOODFORD PARK LEISURE CENTRE, SPORT AND ACTIVITIES**

The Leisure Services Manager presented Report No. LS 12/15.

Members were asked to approve the August Bank Holiday opening hours for Woodford Park Leisure Centre. It was proposed that the Centre would be open from 9am to 5pm on Monday 31 August.

The Leisure Services Manager informed Members that he had met with representatives of Barnes Fitness, together with the Leader of the Council and the Chairman of the Leisure Services Committee, to discuss the possibility of relaunching the Woodley 10km road race,

which had been cancelled this year. Barnes Fitness had experience of running similar events in the South of England and were keen to be involved. Details of a proposed new route for the race, which would take in the wider Woodley area and avoid some of the potential problem areas on the current route, were distributed at the meeting by the Leisure Services Manager. The details of arrangements for the 2016 10km road race would be included in the Leisure Services Manager's report to the next meeting.

Members were pleased to receive a presentation on the events at Woodley Sports Week and were informed that this year 2660 children took part. The Chairman thanked the Leisure Services Manager and his team for making the week a success.

Members were informed that requests had been received from regular users of the paddling pool at the leisure centre asking the Council to consider banning smoking in the paddling pool area. The method of enforcing the ban and the signage required were discussed.

In addition, Members were pleased to note progress on the 3G pitch project, the installation of a new artificial cricket wicket funded from Section 106 funds and the new courses arranged at Woodford Park Leisure Centre.

RESOLVED:

- ◆ To note Report No. LS 12/15.
- ◆ To approve the proposed August Bank Holiday opening hours at Woodford Park Leisure Centre.
- ◆ To ban smoking in the paddling pool area at Woodford Park Leisure Centre.

6. **PARKS AND BUILDINGS**

The Service Support Manager presented Report No. LS 13/15.

Members were informed that a ceremony had taken place on Friday 15 May to plant a tree in the Rotary Garden area to the rear of the Oakwood Centre, in memory of Lilly-May Page, who had tragically died one year earlier. The event had been organised by Lilly-May's mother, and was well attended. The Council's Grounds Team would be looking after the tree.

The Service Support Manager reported that an increased effort would be made to raise awareness of the garden competition this year. Flyers would be distributed to local shops and businesses, notice boards and public buildings and the event would be publicised in the press and on the Council's website. It was hoped that this would attract a higher number of entrants than in previous years.

RESOLVED:

- ◆ To note Report No. LS 13/15.

7. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**

RESOLVED:

- ◆ To note that the Strategy and Resources Committee would consider how the Woodford Park Leisure Centre development should proceed following its decision to allocate £5,000 to an earmarked reserve to progress the project.

8. **FUTURE AGENDA ITEMS**

The Chairman invited the Committee to suggest future items for consideration by the Committee.

RESOLVED:

- ◆ That the following be included as a future agenda items:
 - An update on the progress of the 3G pitch project.
 - An update on proposals for the Woodley 10km road race.
 - An update on proposals for the development of Woodford Park Leisure Centre.

9. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The success of Woodley Sports Week.
 - School holiday activities.
 - Progress of the 3G pitch project.
 - The relaunch of the Woodley 10km road race – following registration of the event.
 - The planting of the tree in memory of Lilly-May Page to be reported on the website.
 - The achievements of members of Bulmershe Gym Club to be reported following the European Olympics.

The meeting closed at 8:50 pm

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Woodley Town Council

**Minutes of a Meeting of the Community Services Committee held at the
Oakwood Centre on Tuesday 9 June 2015 at 8:00 pm**

Present: *Councillors: D. Smith (Chairman); J. Cheng; R. Dolinski; M. Forrer;
J. NacNaught; D. Mills; W. Soane; M. Walker*

Also present: *S. Milligan, Just Around The Corner Charity
Councillor K. Baker
2 members of the public*

Officers present: *D. Mander, Town Clerk*

1. **APOLOGIES**

No apologies for absence were received.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD
ON 31 MARCH 2015**

RESOLVED:

- ◆ That the minutes of the meeting held on 31 March 2015 be approved and signed by the Chairman as a correct record.

4. **JUST AROUND THE CORNER**

The Chairman welcomed Sam Milligan from Just Around the Corner to the meeting and explained that the charity had an agreement with the Council to provide support to young people. Sam Milligan presented the written report he had provided. Members discussed the reasons for the lower numbers of young people being out in the evenings and the increase in the one to one work JAC was doing to support local young people. Members agreed with a suggestion that the committee members and other councillors visit the Reboboh Centre and the Town Clerk agreed to liaise with JAC to organise this.

The Chairman thanked Sam Milligan for attending the meeting.

5. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No.s CS 9/15 and CS 10/15.

6. **COMMUNITY YOUTH PARTNERSHIP**

Councillor Walker presented the minutes of the meeting of the Community Youth Partnership on 27 May 2015.

RESOLVED:

- ◆ To appoint Paul Cassidy of ARC Counselling to the Community Youth Partnership.
- ◆ To note the minutes of the Community Youth Partnership of 27 May 2015.

7. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE (WTCMI)**

Mary Holmes who was present at the meeting was invited to comment on the minutes of the last meeting of the Town Centre Management Initiative. She reported that the next meeting of the Management Committee would be looking at the project to refurbish the north end of the centre. It was noted that the project may also include new play equipment, for which Section 106 funds were available and that this may affect the scope of the project. In response to a question it was confirmed that the disabled spaces would not be taken away and that the assistance of the Neighbourhood Police team could be requested to prevent contractors using these spaces to park their vehicles.

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 8 April 2015.

8. **ALLOTMENTS UPDATE**

Members noted the information provided regarding the banners advertising vacant plots, the annual clear up at the site, the installation by tenants of an additional CCTV camera at the site and that planings would be delivered in late summer for tenants to continue their work repairing the roadways at the site.

In response to a question on the number of plots, Councillor Mills explained that the Council had worked hard to bring neglected plots back into use and that there were now 360 plots at the site. An improved process for dealing with untended plots was also helping the Council meet demand. It was noted that the site had 7 plots available for rent.

9. **HIGHWAYS**

a) **Road Works/Street Works Major Project Co-ordination meetings**

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meetings held on 17 March, 14 April and 12 May 2015.

b) **Temporary road closures**

Members noted the following temporary road closures to enable Wokingham Borough Council to carry out their annual road resurfacing works in safety. Access for residents and businesses within the boundary of the closures would be maintained.

- i) **Kingfisher Drive Service Roads, Woodley** would be closed at the junction with Kingfisher Drive. It was anticipated that the works would be carried out between 21 November and 1 December 2015.
- ii) **Fairwater Drive, Woodley** would be closed between its junctions with Antrim Road and Campbell Road. It was anticipated that the works would be carried out between 19 October and 28 October 2015. Councillor Baker informed Members that the reason for the delay in resurfacing this section of Fairwater Drive was because this section of the road was constructed on a concrete plinth and the necessary research into the resurfacing requirements had delayed the work.
- iii) **A4 Bath Road, Sonning** would be closed in both directions between Shepherds Hill roundabout and Sonning Lane. This would be a night time closure and it was anticipated that the works would be carried out between

5 October and 9 October 2015. Members noted that the diversion route for this work would result in extra traffic passing through Woodley.

Concern was expressed that repairs were being carried out to the road surface in Redwood Avenue and Oak Drive when a gas main was due to be laid in these roads shortly. Councillor Walker reported that work to the new gas main had been delayed and that Southern Gas would be required to reinstate the road surface when the work was eventually undertaken. It was noted that residents would be concerned that utility companies were unable to co-ordinate their work.

10. **BEST KEPT STREET COMPETITION**

Members discussed report No. CS12/15 which set out the resolution of the Town Council at its meeting on 10 February 2015 to ask the Committee to investigate the possibility of two new awards; the Best Kept Street and Best Community Street. During the discussion on this matter Members raised issues on the practicalities of the proposed competitions including setting the criteria for judging, the resources available in terms of funding and time to promote and arrange the competitions and a view that only smaller streets and cul de sacs would be able, in practice, to enter the competitions.

Members believed that the Council should concentrate on promoting the existing Best Kept Garden competition where entries had been quite low. It was also suggested that the winner of the Best Kept Garden competition be invited to the Citizens Awards Reception in future and the Town Clerk agreed include this in the arrangements for the next reception.

RECOMMENDED:

- ◆ That the proposed new competitions for Best Kept Street and Best Community Street not be progressed because of the practicalities of organising and managing such competitions and the lack of capacity within the Council to provide the resources that would be required to establish and manage these.

11. **BUS SHELTER – LIVINGSTONE GARDENS**

It was noted that the proposed bus shelter was on Nightingale Road, near Livingstone Gardens and

RESOLVED:

- ◆ To include the new bus shelter on Nightingale Road (Livingstone Gardens) to the Council's maintenance regime.

12. **WOKINGHAM BOROUGH COUNCIL GRASS CUTTING SERVICE**

Members noted the proposed grass cutting regime which had been reviewed in the light of experiences last year and a consultation exercise. Members agreed to keep an eye on the new arrangements and to report in instances where, for example, the view of traffic at junctions was obscured by tall grass.

13. **CONSULTATION BY WOKINGHAM BOROUGH COUNCIL:
PROHIBITION OF WAITING ORDER**

Members noted the response to the consultation, made in between meetings, supporting the proposal to prohibit waiting on Nightingale Road and Campbell Road, at the junction of Livingstone Gardens and Nightingale Road.

14. **APPLICATION FOR A PREMISES LICENCE UNDER THE LICENSING ACT 2003: MARTINS, 141 CROCKHAMWELL ROAD**

Members noted that that the premises licence was granted following a hearing on 12 May 2015, at which the Council had been represented by Councillor Mills who put forward the Committee's concerns regarding the licensing hours. Councillor Mills reported that the hearing had been fair and the Council's concerns listened to. However, he advised that any future responses to premises licence applications should be better researched and in particular the views of the police should be sought. It was also noted that other licensed premises had similar licensing hours (6am – 11pm), although opening hours were shorter. In the case of Martins it was understood that the shop would close at 6.30pm, as at present.

The Chairman thanked Councillor Mills for attending the hearing on the Council's behalf and said that despite the outcome the Council had shown that it was concerned about the easy availability of alcohol in Woodley.

15. **WOKINGHAM BOROUGH COUNCIL GYPSY AND TRAVELLER LOCAL PLAN PREFERRED OPTIONS CONSULTATION**

Councillor Baker explained the background to the Gypsy and Traveller Local Plan and that this was key to the Borough Council being able to manage the provision of sites, rather than applications being allowed on appeal, which was likely to be the case in the absence of such a policy.

Members considered the questions set out in the consultation and agreed to respond supporting the options proposed by Wokingham Borough Council.

16. **ANNUAL GRANTS 2015/16**

Members noted that thanks had been received from the CAB, which had also confirmed that it had the necessary insurance cover for its activities. The Town Clerk reported that the letter had taken three weeks to arrive in the post at the Council offices.

17. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *The Volunteers' Voice*
 - *Historic Towns Forum May Newsletter*

18. **FUTURE AGENDA ITEMS**

No future agenda items were requested.

19. **PUBLICITY/WEBSITE**

RESOLVED:

- ◆ To place a link on the Council's website to road closure information on the Wokingham Borough Council website.

The meeting closed at 9:20 pm

Chairman

Woodley Town Council

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 16 June 2015 at 8:00 pm

Present: *Councillors K. Baker (Chairman); S. Brindley; J. Cheng; R. Dolinski; D. Mills; S. Rahmouni; D. Stares; M. Walker*

Officers present: *D. Mander, Town Clerk; K. Murray, Service Support Manager; L. Matthews, Committee Officer*

1. **APOLOGIES**

Apologies for absence were received from Councillor A. Chadwick.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 14 APRIL 2015**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 14 April 2015 be approved and signed by the Chairman as a correct record.

4. **FINANCE**

a) **Budgetary Control**

- i) The Town Clerk presented the draft year-end figures for 2014/15. Members were pleased to note that the expenditure for the year had been less than budgeted for and the income had been above the budget estimates.

RESOLVED:

- ◆ To note Report No. SR 21/15.

ii) **RESOLVED:**

- ◆ To note Report No. SR 22/15

b) **Payments**

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix A** (March) and **Appendix B** (April):

	Current account	Imprest account
March 2015	£207,095.85	£41,575.36
April 2015	£106,129.97	£48,215.61

c) **Internal Audit**

RESOLVED:

- ◆ To receive the internal auditor's report for the 2014/15 financial year.

d) **Appointment of Internal Auditor**

RESOLVED:

- ◆ To appoint Lightatouch IAS as the Town Council's internal auditor for 3 years, from 2015/16 to 2017/18.

e) **Local Audit and Accountability Act 2014**

Members noted the information from NALC regarding changes to the appointment of external auditors and that the Council would receive further information on the arrangements for this. This would include the opportunity to opt in to the contracting of audit services through a new Audit Appointments body being established by organisations within the local council sector and other representatives' bodies.

5. **CATERING PARTNERSHIP MANAGEMENT PANEL**

Members noted that the meeting of the Catering Partnership Management Panel scheduled for 6 March 2015 had been inquorate and did not take place.

6. **URGENCY COMMITTEE**

The Town Clerk presented Report No. SR 23/15 and explained that the Urgency Committee had approved the use of Section 106 funds of £7,894 for a new artificial cricket wicket to be supplied and installed as soon as possible to enable bookings to be honoured and to prevent hirers going elsewhere. The new wicket had been installed on 4 June. The Chairman thanked officers for their prompt actions in this matter.

RESOLVED:

- ◆ To note Report No. SR 23/15.

7. **SECTION 106 PROJECT LIST**

The Service Support Manager reported on the Section 106 project list and informed Members that, as noted in minute number 6, £7,894 of Section 106 developers' contributions had been successfully applied for to fund the purchase and installation of a new artificial cricket wicket in Woodford Park.

Members noted that it had previously been agreed that the Section 106 project list would be reviewed and discussed how this could be taken forward.

RESOLVED:

- ◆ That a report on a process to prioritise the Section 106 project list be provided to the next meeting.

8. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**

The Town Clerk presented Report No. SR 24/15. Members discussed the report and agreed that, before proceeding to fund further development of a scheme, it was necessary for the Council to identify which new activities it wished to provide at Woodford Park Leisure Centre.

It was agreed that a Woodford Park Leisure Centre Regeneration Task and Finish Group should be set up to look at these matters, consisting of 4 Members from the Strategy and Resources Committee and 3 Members from the Leisure Services Committee with a member from the Strategy and Resources Committee taking the chair. The terms of reference for the task and finish group would be drawn up by the Town Clerk and brought to the next meeting for approval.

RESOLVED:

- ◆ To note Report No. SR 24/15.

- ◆ To suspend the decision to fund works to develop a scheme at Woodford Park Leisure Centre to 'cost confidence'.
- ◆ To appoint the following Members to the Woodford Park Leisure Centre Regeneration Task and Finish Group:
Councillors Baker, Brindley, Cheng and Mills from the Strategy and Resources Committee. Councillors Barker, Lay and Stares from the Leisure Services Committee.

9. **3G PITCH PROJECT UPDATE**

The Town Clerk presented Report No. 25/15.

RESOLVED:

- ◆ To note Report No. 25/15.
- ◆ To approve the allocation of funds (estimated at £11,000) from the general reserve to make the loan payment in respect of the 3G pitch project due in September 2015.

10. **TOWN CENTRE PUBLIC TOILET**

Members noted that discussions with Wokingham Borough Council, on the matter of the preferred site for the town centre public toilet (in the Crockhamwell Road car park), were ongoing.

11. **LODDON MEAD**

The Town Clerk presented Report No. 26/15, and informed Members that at a recent meeting of the Community Youth Partnership officers from Wokingham Borough Council's Strategic Assets and the Youth Service presented a proposal for a joint project to make provision for youth activities in Loddon Mead, which is owned by the Town Council, and the adjacent area under the A3290, which is owned by the Borough Council. The proposal included an invitation to young people to submit their suggestions for the use of this area to a panel for consideration. The Community Youth Partnership had subsequently set up a panel to progress the proposal.

Members generally felt that this area of land had a great deal of potential and thought that this would be a fantastic opportunity for young people to be able to have a say in how the land could be used and then to benefit from it themselves. However, some concern was expressed about the dangers due to the proximity of the river and Loddon Bridge Road, which is very busy and narrow at this point. The Town Clerk explained that the Town Council would have to give approval for any proposed change of use of Loddon Mead from open amenity land.

RESOLVED:

- ◆ To note Report No. SR 26/15.

RECOMMENDED:

- ◆ That the land at Loddon Mead be included in the proposed project with Wokingham Borough Council and other agencies to develop youth provision, subject to final details and implications being presented to Council, once they are known.

12. **WOODLEY BUSINESS CLUB**

Members noted that the annual Woodley Festival of Business would take place at the Oakwood Centre on a day in November, from late afternoon until 8pm, and would make use of the halls, the theatre and the Brunel Room.

RESOLVED:

- ◆ To confirm that Woodley Business Club have free use of the Oakwood Centre for the annual Woodley Festival of Business.

13. **FUTURE AGENDA ITEMS**

No future agenda items were suggested.

14. **PUBLICITY AND WEBSITE**

The following adjustments to the website were requested:

- The link to the Carnival Committee website should be easier to find.
- The email links for councillors were not working.

15. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

- ◆ That in view of the confidential nature of the business about to be transacted in relation to commercial matters and personal information, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda items.

16. **INN ON THE PARK**

The Town Clerk presented Report No. SR 27/15, and explained that the present contract with LT Pub Leasing for the supply of services at the Inn on the Park would expire on 30 October 2015.

RESOLVED:

- ◆ To note Report No. SR 27/15.
- ◆ To commission Fleurets to assist in matters relating to future management arrangements at the Inn on the Park, at a cost of £2,000.
- ◆ To allocate funds of £2,000 from the general reserve to cover Fleurets' fee.

17. **PERSONNEL SUB COMMITTEE**

The Service Support Manager presented Report No. SR 28/15.

RESOLVED:

- ◆ To note Report No. SR 28/15.
- ◆ That the post of Venues Supervisor be deleted from the establishment with effect from 1 July 2015.
- ◆ That the full time post of Venues Manager be established and that the proposed job description be approved with effect from 1 July 2015.
- ◆ That the post holder of the current Venues Supervisor post be appointed to the post of Venues manager with effect from 1 July 2015.

The meeting closed at 9:55pm

CURRENT ACCOUNT

List of Payments made between 01/03/2015 and 31/03/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
13-Mar-15	Allen's Design & Print Ltd	1915.20	WTCMI leaflets & posters
31-Mar-15	Allen's Design & Print Ltd	216.00	WTCMI leaflets & posters
06-Mar-15	Amersham & Wycombe College	1987.00	Staff training
13-Mar-15	BE Fuelcards	78.66	BE - fuel
06-Mar-15	BE Fuelcards Ltd	2.48	BP Plus cards + admin
31-Mar-15	Berkshire Tree Care	5316.00	Tree works - Malone & Woodford Park
06-Mar-15	Bowak Ltd	100.93	Cleaning supplies
13-Mar-15	Bowak Ltd	322.75	Cleaning supplies
25-Mar-15	Bowak Ltd	333.26	Cleaning supplies
25-Mar-15	Brake Bros Foodservice Ltd	340.14	Vending supplies
25-Mar-15	Broker Network Ltd	30175.03	Insurance
31-Mar-15	Broker Network Ltd	2700.88	Insurance
10-Mar-15	BT Direct	145.80	Phone
16-Mar-15	BT Retail	8.40	Phone
31-Mar-15	Bullseye Awards & Garments Ltd	78.06	Engraving
13-Mar-15	Churchill Contract Services Lt	5018.54	Contract cleaning WPLC - Dec 2014 - Feb 2015
20-Mar-15	Churchill Contract Services Lt	1790.10	Contract cleaning WPLC March 15
13-Mar-15	Complete Tools & Fixings Ltd	355.15	Building supplies
17-Mar-15	Crown Gas & Power	283.08	Gas supply
17-Mar-15	Crown Gas & Power	293.80	Gas supply
25-Mar-15	Crown Water & Coffee	79.20	Bottled water
25-Mar-15	EDF Energy 1 Ltd	8.65	Electricity for clock tower
06-Mar-15	Ellis Whittam Ltd	6390.00	HR and H & S services - annual
13-Mar-15	Energy Electrical Distributors	221.91	Electrical supplies
20-Mar-15	EURODEC	145.36	Decorating supplies
25-Mar-15	EURODEC	272.32	Decorating supplies
13-Mar-15	Frasers Office Supplies Ltd	68.18	Stationery supplies
20-Mar-15	Frasers Office Supplies Ltd	406.12	Stationery supplies
25-Mar-15	Frasers Office Supplies Ltd	337.37	Stationery supplies
25-Mar-15	Greenham Trading Ltd	610.91	Pallet truck/boots/hose
13-Mar-15	HC Slingsby Plc	42.72	Sign
25-Mar-15	HC Slingsby Plc	97.10	Sign
25-Mar-15	Henley Theatre Services Ltd	11.40	Electrical supplies -Oakwood Theatre
20-Mar-15	HM Revenue & Customs Only	11078.91	PAYE & NI
06-Mar-15	Howardson Ltd	57.37	Gardening supplies
25-Mar-15	InTouch	107.97	Web maintenance
25-Mar-15	J P Lennard Ltd	162.00	Shuttlecocks - WPLC
31-Mar-15	J P Lennard Ltd	11.04	Table tennis nets
25-Mar-15	John Willis	110.00	Window Cleaner - Oakwood Centre
25-Mar-15	Just Around The Corner	5667.00	Grant
20-Mar-15	Just In The Park CIC	1548.60	Charged on behalf of Just in the Park café
25-Mar-15	Just In The Park CIC	584.50	Charged on behalf of Just in the Park café
13-Mar-15	Just Tiles Ltd	148.67	Decorating supplies
25-Mar-15	Keyline Builders Merchants Ltd	251.35	Building supplies
25-Mar-15	KLM Digital Office Solutions L	7.93	Delivery charge
20-Mar-15	Lamps & Tubes Luminations Ltd	1514.28	WTCMI xmas lights/ new banners
31-Mar-15	Lantec Security Ltd	1716.00	Annual fire/emergency lighting maintenance
25-Mar-15	Lightatouch	345.83	Internal auditors
13-Mar-15	Lister Wilder Ltd	574.80	Brush cutter - Depot
13-Mar-15	Lloyds Bank	129.96	Cardnet charges
31-Mar-15	M J & K A Collions	174.00	Salt tablets - OC
18-Mar-15	Mailcoms Ltd	260.29	Annual franking charge
16-Mar-15	Mainstream Diital	1.64	Phone
25-Mar-15	Margaret Macknelly Design	108.00	Precept leaflet design
16-Mar-15	Merchant Rentals	35.23	Monthly cardnet charge

13-Mar-15	MKR Electrical Services Ltd	130.54	Electrical supplies
31-Mar-15	New Neighbours Ltd	60.00	Distribution of leaflets
31-Mar-15	Norman J Mousley	50.00	Photo - Mayor
25-Mar-15	OCS Group UK Ltd	259.20	Refuse collection
13-Mar-15	Office Depot International (UK	41.99	Stationery supplies
20-Mar-15	P & H Snacksdirect Ltd	326.37	Vending supplies
25-Mar-15	P.A. Tree Care Ltd	420.00	Tree works - Malone Park
13-Mar-15	PDG Group Services	154.38	Cleaning supplies
25-Mar-15	PDG Group Services	32.69	Cleaning supplies
31-Mar-15	Phonographic Performance Limit	329.34	Annual charge - music licence OC
31-Mar-15	PHS Group Plc	24.00	Annual waterlogic charge WPLC
20-Mar-15	Prudential Assurance	30.00	AVC payment deducted from pay
31-Mar-15	Public Works Loan Board	84657.37	Loan A/C - Public Works Loan Board repayment
24-Mar-15	Rathbones	1919.42	Investment portfolio
25-Mar-15	Regency Cleaning Services Ltd	1351.46	Contract cleaning Oakwood Centre
13-Mar-15	Rigby Taylor Ltd	1053.64	Gardening supplies
25-Mar-15	Riso (UK) Ltd	237.90	Qtrly charge - printing/photocopying OC
25-Mar-15	RLSS UK Enterprises Ltd	438.00	Little family pack lifesaving - BLC
13-Mar-15	SGW Payroll Ltd	156.62	Payroll services
25-Mar-15	SGW Payroll Ltd	170.90	Payroll services
25-Mar-15	Siemens Financial Services Ltd	720.00	Qtrly charge - printing/photocopying WPLC
06-Mar-15	SITA UK Ltd	510.76	Refuse collection
20-Mar-15	SITA UK Ltd	406.70	Refuse collection
25-Mar-15	SITA UK Ltd	393.72	Refuse collection
31-Mar-15	Southern Electric Contracting	905.22	Electricity supply
25-Mar-15	Surfacing Standards Ltd	4920.00	3G arboricultural impact assessment - 3G pitch
25-Mar-15	Thames Valley Temperature Control	94.80	Call out - heating Oakwood Centre
20-Mar-15	The Berkshire Pension Fund	10571.26	Pension - employers and employees
25-Mar-15	The BSS Group Ltd	12.48	Building supplies
13-Mar-15	Token Security Solutions Ltd	19.85	Building security cover
18-Mar-15	Total Gas & Power	1569.50	Gas supply
18-Mar-15	Total Gas & Power	1657.52	Gas supply
13-Mar-15	Trade UK	403.83	Building supplies
13-Mar-15	Trade UK	353.20	Building supplies
25-Mar-15	Trade UK	617.69	Building supplies
25-Mar-15	Trade UK	502.39	Building supplies
25-Mar-15	Traditional Local Cleaning Ltd	242.12	Contract cleaning
13-Mar-15	Travis Perkins Trading Company	15.05	Building supplies
25-Mar-15	Travis Perkins Trading Company	15.94	Building supplies
25-Mar-15	TSM Copiers Ltd	32.21	Copier usage
20-Mar-15	Unison	41.90	Union fees deducted from pay
06-Mar-15	Virgin Media Payments Ltd	20.33	Phone
25-Mar-15	Virgin Media Payments Ltd	22.72	Phone
25-Mar-15	Vodafone Ltd	196.99	Phone
20-Mar-15	Warren White Carpet & Flooring	842.00	New floor - WPLC changing rooms
31-Mar-15	Where Can We Go Ltd	120.00	WTCMI - web site upgrade
31-Mar-15	Wokingham Borough Council	3298.39	By-election Bulmershe ward
25-Mar-15	Wokingham Pools and Spas	1431.60	New pipeworks - BLC
13-Mar-15	Yarnold Heating and Plumbing L	565.99	New radiators - WPLC changing rooms

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CLERKS IMPREST A/C

List of Payments made between 01/03/2015 and 31/03/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
17-Mar-15	(Personal Information)	50.00	Refund deposit
24-Mar-15	(Personal Information)	9.12	Refund deposit
31-Mar-15	(Personal Information)	50.00	Refund deposit
26-Mar-15	(Personal Information)	50.00	Refund deposit
03-Mar-15	(Personal Information)	24.48	Refund deposit
31-Mar-15	(Personal Information)	50.00	Refund deposit
06-Mar-15	(Personal Information)	50.00	Refund credit union deduction
13-Mar-15	(Personal Information)	50.00	Refund deposit
24-Mar-15	(Personal Information)	5.00	Refund deposit
17-Mar-15	(Personal Information)	50.00	Refund deposit
06-Mar-15	(Personal Information)	180.00	Refund deposit
19-Mar-15	(Personal Information)	50.00	Refund deposit
19-Mar-15	(Personal Information)	24.48	Refund swim BLC tickets
10-Mar-15	(Personal Information)	150.00	Refund deposit
13-Mar-15	(Personal Information)	250.00	Refund deposit
06-Mar-15	(Personal Information)	250.00	Refund deposit
05-Mar-15	Earley Crescent Comm Assoc	84.84	Overpaid inv 2478 BLC
31-Mar-15	Lidl UK	14.96	Wine for Civic Awards
31-Mar-15	Lidl UK	19.96	Wine for Civic Awards
13-Mar-15	Lloyds Bank	31.18	Charges 10 Jan to 9 Feb 2015
26-Mar-15	Lloyds Bank	39716.23	Net March 2015 payroll
16-Mar-15	Nothing but Padlocks	112.55	WTCMI - padlocks
20-Mar-15	Nothing but Padlocks	-16.92	Credit - overcharged
17-Mar-15	PETTY CASH A/C	153.09	Topup petty cash
05-Mar-15	Pictorialmeadow.com	44.39	Flower seeds - Woodford Park
20-Mar-15	Post office Shop	6.84	Rubber bands
05-Mar-15	Reading Ramgahria Sabah	15.16	Overpaid inv 2478 BLC
19-Mar-15	Theatre Train Reading	100.00	Refund deposit
		41575.36	

CURRENT ACCOUNT**List of Payments made between 01/04/2015 and 30/04/2015**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
17/04/2015	Accounting Solutions	281.40	Accountancy services
30/04/2015	Accounting Solutions	527.40	Accountancy services
17/04/2015	Allen's Design & Print Ltd	780.00	WTCMI banners installation
30/04/2015	ASAP Computer Services	1902.00	Annual computer maintenance charge
30/04/2015	Badgemaster Limited	6.24	Staff name badge
07/04/2015	BE Fuelcards	52.19	Diesel
10/04/2015	BE Fuelcards	52.00	Diesel
17/04/2015	Berks Association of Local Councils	2684.67	Annual subscription charge
30/04/2015	Brake Bros Foodservice Ltd	346.39	Vending supplies
17/04/2015	British Gas	7770.93	Electricity supply
24/04/2015	British Gas	2960.41	Electricity supply
17/04/2015	Brown Bag Cafe Ltd	39.00	Buffet x 10 Oakwood Centre clients
24/04/2015	Broxap Ltd	1077.60	Building supplies
20/04/2015	BT Group Plc	28.62	Phone
13/04/2015	BT Retail	8.40	Phone
24/04/2015	Community Sports Arts & Leisur	19326.78	Income/payments owing re Bulmershe LC
01/04/2015	Corporate Finance	166.37	Qtrly rental charge photocopier
17/04/2015	Crown Gas & Power	279.15	Gas supply
17/04/2015	Crown Gas & Power	289.85	Gas supply
17/04/2015	Crown Water & Coffee	89.40	Annual rental charge
24/04/2015	Crown Water & Coffee	31.68	Bottled water
30/04/2015	Crown Water & Coffee	31.68	Bottled water
30/04/2015	Crown Water & Coffee	31.68	Bottled water
17/04/2015	Dejac Associates Ltd	2460.00	Annual computer maintenance/support
30/04/2015	Earth Anchors Ltd	350.34	Garden supplies
17/04/2015	EDF Energy 1 Ltd	10.89	Electric for clock tower
24/04/2015	Fencing Products Ltd	96.35	Building supplies
17/04/2015	Fox Williams LLP	396.00	Legal services - BLC
24/04/2015	Fuel Fitness Ltd	90.00	Coaching
17/04/2015	Gilbert Thompson	1650.00	Delivery of Herald newsletter x 3
24/04/2015	HM Revenue & Customs Only	15048.86	PAYE & NI
17/04/2015	InTouch	71.98	Monthly website charge
30/04/2015	InTouch	48.00	Monthly website charge
17/04/2015	John Willis	120.00	Window cleaner - Oakwood Centre
24/04/2015	Just Around The Corner	5715.50	Grant
30/04/2015	Just In The Park CIC	2727.90	Charged on behalf of Just in the Park café
17/04/2015	Just Tiles Ltd	157.56	Decorating supplies
17/04/2015	KLM Digital Office Solutions L	58.77	Service & maint photocopier
17/04/2015	Lamps & Tubes Luminations Ltd	90.00	WTCMI - town centre lights repairs
17/04/2015	Laundry Depot	84.20	Wash/press table cloths OC
16/04/2015	Lloyds Bank	261.09	Cardnet monthly service charge
17/04/2015	Lyreco UK Ltd	93.08	Stationery supplies
14/04/2015	Mainstream Digital	55.47	Phone
17/04/2015	McVeigh Parker Ltd	123.60	Rat bait pellets/station
15/04/2015	Merchant Rentals	35.23	Monthly cardnet machine charge
30/04/2015	MKR Electrical Services Ltd	1617.58	Electrical supplies
17/04/2015	OCS Group UK Ltd	291.60	Refuse collection
30/04/2015	P & H Snacksdirect Ltd	346.34	Vending supplies
17/04/2015	P J Drew Ltd	11.28	Hose clips/key cut
24/04/2015	PHS Group Plc	252.99	Qtrly charge - mats OC/WPLC
01/04/2015	Pitney Bowes	250.00	Postage top up
24/04/2015	Prudential Assurance	30.00	AVC payment deducted from pay
17/04/2015	Rialtas Business Solutions Ltd	318.00	Annual bookings software charge
24/04/2015	RPT Consulting Ltd	4200.00	Feasibility study - WPLC development
17/04/2015	Sentiva	208.80	WTCMI - web site support
17/04/2015	Serviceline	257.28	Call out - Café dishwasher

30/04/2015	Shaw & Sons Limited	144.00	Declaration of acceptance book
17/04/2015	SITA UK Ltd	614.11	Refuse collection
24/04/2015	SLCC Enterprises Ltd	222.00	Staff training
30/04/2015	South East Employers	678.00	Annual subscription charge
17/04/2015	Southern Electric	527.46	Electricity supply
13/04/2015	Thames Water	465.14	Water rates
24/04/2015	The Berkshire Pension Fund	13000.53	Pension - employers and employees
30/04/2015	TLM Estate & Garden Maintenance	4768.80	Installation high duex fence - bowling green
17/04/2015	Token Security Solutions Ltd	19.85	Building security cover
24/04/2015	Total Gas & Power	1439.91	Gas supply
24/04/2015	Total Gas & Power	1744.91	Gas supply
17/04/2015	Traditional Local Cleaning Ltd	1861.39	Contract cleaning
24/04/2015	Travis Perkins Trading Company	38.32	Building supplies
17/04/2015	Trinity Mirror Publishing Ltd	216.00	WTCMI advertising
30/04/2015	Ukactive	546.00	Annual subscription charge
24/04/2015	Unison	41.90	Union fees deducted from pay
30/04/2015	Virgin Media Payments Ltd	18.91	Phone
17/04/2015	Vodafone Ltd	192.91	Phone
01/04/2015	Wokingham BC	43.80	Rates
01/04/2015	Wokingham BC	162.00	Rates
01/04/2015	Wokingham BC	354.00	Rates
01/04/2015	Wokingham BC	891.00	Rates
01/04/2015	Wokingham BC	1846.50	Rates

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CLERKS IMPREST A/C

List of Payments made between 01/04/2015 and 30/04/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
23/04/2015	(Personal Information)	50.00	Refund deposit
09/04/2015	(Personal Information)	50.00	Refund deposit
22/04/2015	(Personal Information)	1861.32	Net pay April 2015 o/s
29/04/2015	(Personal Information)	50.00	Refund deposit
02/04/2015	(Personal Information)	100.00	Flowers - Civic Awards
30/04/2015	(Personal Information)	50.00	Refund deposit
22/04/2015	(Personal Information)	17.80	Net pay April 2015 o/s
29/04/2015	(Personal Information)	50.00	Refund deposit
30/04/2015	(Personal Information)	8.10	Cancelled WPLC course
22/04/2015	(Personal Information)	150.00	Refund deposit
10/04/2015	(Personal Information)	9.12	Refund part rent - Allotments
15/04/2015	Allpas.co.uk	141.90	Screen - Bowling Club
17/04/2015	AO Retail Ltd	358.98	Chapel Hall-Cooker/Fridge
01/04/2015	Fiesta Catering Hire	92.70	Glasses hire - Civic Awards
01/04/2015	Lidl UK	39.12	Wine - Civic Awards
01/04/2015	Lidl UK	18.46	Wine - Civic Awards
10/04/2015	Lloyds Bank	25.56	Charges 10 Feb to 9 Mar 2015
22/04/2015	Lloyds Bank	43066.12	Net pay April 2015
08/04/2015	Makro Self Service	113.31	Banquet rolls/sugar/cups - Kwik Cricket
10/04/2015	Mayor's Charity Account	20.00	Tickets - Mayor's Charity
21/04/2015	Normans Office.co.uk	96.84	Foolsap Docbox storage
15/04/2015	PCWB Telesales	1184.97	WTCMI - Laptop & set up services
20/04/2015	PCWB Telesales	20.00	WTCMI-Back up service
22/04/2015	PETTY CASH A/C	122.69	Top up petty cash
15/04/2015	Reading Roadrunners	150.00	Refund deposit
29/04/2015	Scotia Binding supplies	12.58	Green plastic combs
29/04/2015	Woodley Netball Club	356.04	Overpayment of invoice

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**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 23 June 2015 at 7:45 pm**

Present: *Councillors: T. Barker (Chairman); S. Brindley; J. Cheng; R. Dolinski;
M. Walker; P. Wicks*

Also present: *1 member of the public*

Officer present: *L. Matthews, Committee Officer*

7. **APOLOGIES**

Apologies for absence were received from Councillors C. Dixon and M. Green.

8. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

9. **MINUTES OF PREVIOUS MEETING**

RESOLVED:

- ◆ That the minutes of the meeting held on 26 May 2015 be approved and signed by the Chairman as a true and accurate record.

10. **PLANNING DECISIONS**

RESOLVED:

- ◆ To note information on decision notices received from the planning authority since the last meeting. (***Appendix A***)

11. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

- ◆ To forward comments to the planning authority as follows:

RM/2015/1090

Location: Land opposite Catalina Close, Woodley, RG5 4UG.

Proposal: Reserved matters application pursuant to Outline Planning Consent O/2013/1212 for the erection of 16 dwellings – matters of appearance, landscaping, layout and scale to be considered.

Observations: No objections.

F/2015/1092

Location: 39 Beechwood Avenue, Woodley, RG5 3DF.

Proposal: Proposed erection of a single storey front extension to dwelling.

Observations: No objections.

F/2015/1096

Location: 81 Crockhamwell Road, Woodley, RG5 3JP.

Proposal: Proposed change of use from Use Class B1 (Business) to Use Class D2 (Assembly and Leisure) to develop a dance studio.

Observations: The Committee had no objections to the proposal, but asked that the following factors are taken into consideration:

- The movement of people in and out of the studio.
- The effect on the flats above of the noise produced by the dance studio.

VAR/2015/1222

Location: 14 Bluebell Crescent, Woodley, RG5 4WP.

Proposal: Application to vary condition 15 of planning consent F/2011/1629 to allow for the retention of 4 No. outbuildings.

Observations: The Committee recommended refusal on the following grounds:

- Unneighbourly.
- Out of keeping with neighbouring properties.
- Out of character in terms of design and size.
- Overbearing.
- The original planning restrictions were put in place to ensure the open character of the development and should be complied with.

F/2015/1239

Location: 25 Bodmin Road, Woodley, RG5 3RZ.

Proposal: Householder application to extend existing garage to increase width and change roof from flat to pitch.

Observations: No objections.

F/2015/1246

Location: 64 Fitzroy Crescent, Woodley, RG5 4EX.

Proposal: Householder application for the proposed erection of a two storey side, and part two storey and single storey rear extension. Conversion of roof space to habitable accommodation.

Observations: The Committee recommended refusal on the following grounds:

- The proposed side extension would not be subservient to the existing dwelling, due to its bulk and massing.

F/2015/1344

Location: 6 Selsdon Avenue, Woodley, RG5 4PG.

Proposal: Householder application for the proposed erection of first floor side and ground floor front extension to dwelling (resubmission of F/2012/0967). (Amendment to planning consent F/2013/1374.)

Observations: The Committee recommended refusal on the following grounds:

- The narrowing of the gap to the boundary with No.8 Selsdon Avenue would result in loss of the characteristic gap in the street scene, which was the original reason for refusal of planning application F/2012/0967.

F/2015/1346

Location: 21 Harris Close, Woodley, RG5 4XH.

Proposal: Householder application for the erection of a single storey side/rear extension plus part conversion of garage to create habitable accommodation to dwelling.

Observations: No objections.

F/2015/1378

Location: Church Cottage, Church of England School, Church Road, Woodley, RG5 4QR.

Proposal: Full application for proposed re-surfacing of car park, erection of new front fence and re-positioning of new entrance gate and erection of bicycle stand.

Observations: The Committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

LB/2015/1379

Location: Church Cottage, Church of England School, Church Road, Woodley, RG5 4QR.

Proposal: Listed Building Consent application for proposed re-surfacing of car park, erection of new front fence and re-positioning of new entrance gate and erection of bicycle stand.

Observations: The Committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

F/2015/1394

Adjoining parish consultation

Location: Tamarisk, Western Avenue, Woodley, RG5 3BN.

Proposal: Householder application for the proposed erection of single storey front extension and bay window.

The applicant was present at the meeting.

Observations: No objections.

12. **CONSULTATION: SHINFIELD DRAFT NEIGHBOURHOOD DEVELOPMENT PLAN**

Members agreed that this item should be deferred until the next meeting of the Plans Committee, on 21 July 2015, to allow further time for consideration of the consultation document.

Notification of the following two items was received after the agenda had been issued:

13. **PLANNING APPEAL**

RESOLVED:

◆ To note that the following appeal had been lodged with the Planning Inspectorate:

Application: F/2014/0859

Location: 34 and land rear of 36-50 Pitts Lane, Earley

Proposal: Proposed erection of an elderly care facility (Use Class C2) comprising 32 elderly nursing bedrooms, 25 dementia nursing bedrooms and 10 extra care units, creation of a public footpath to Bulmershe Park, creation of associated access, car parking, landscaping, tree planting and site infrastructure.

14. **NAMING OF THE ALLIED BAKERIES SITE**

Members considered possible names for the former Allied Bakeries site.

RESOLVED:

- ◆ To forward to Bloor Homes the following suggestions for a name for the former Allied Bakeries site:
 - The Old Bakery
 - Bakers Place or Bakers Park
 - Millers Place or Millers Park

15. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of one ongoing enforcement matter.

The meeting closed at 9:10 pm

Chairman

Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
RM/2015/0426	Former Linpac Metal Packaging, Headley Road East	Reserved matters application pursuant to outline planning consent O/2013/0668 for residential development of up to 34 dwellings with associated access, car parking, open space and landscaping (appearance, landscaping, layout and scale to be considered).	Approved <i>[WTC: concerns]</i>
F/2015/0529	130 Antrim Road	Proposed erection of part two storey/part single storey side, single storey front and first floor rear extensions.	Approved <i>[WTC: no objections]</i>
F/2015/0603	11 Copse Mead	Proposed erection of first floor side extension and alterations to main roof.	Approved <i>[WTC: no objections]</i>
F/2015/0660	32 Rowan Drive	Proposed erection of a new summer house/shed.	REFUSED <i>[WTC: no objections]</i>
F/2015/0738	48 Cottesmore Road	Proposed erection of single storey side and rear extensions following demolition of existing rear extension.	Approved <i>[WTC: no objections]</i>
F/2015/0749	93 Loddon Bridge Road	Proposed erection of first floor rear extension.	Approved <i>[WTC: no objections]</i>
F/2015/0765	10 Malvern Close	Proposed erection of part two storey, part single storey side, front and rear extension including integral garage following demolition of existing conservatory and attached garage.	REFUSED <i>[WTC: refuse]</i>
F/2015/0792	144 Loddon Bridge Road	Proposed erection of single storey side and rear extension with side car port following the demolition of existing conservatory. (Part retrospective)	Approved <i>[WTC: concerns]</i>
A/2015/0875	73 Crockhamwell Road	Application for advertisement consent for the proposed erection of one fascia sign and one hanging sign.	Approved for a period of 5 years <i>[WTC: no objections]</i>
F/2015/0885	19 Carlton Close	Application for internal alterations to existing workshop to form a new bathroom.	Approved <i>[WTC: no objections]</i>

PLANNING DECISIONS continued

Plan No.	Address	Proposal	Decision
F/2015/0889	13 Welford Road	Proposed part conversion of garage and erection of a single storey rear extension to garage to form a study.	Approved <i>[WTC: no objections]</i>
F/2015/0905	160 Crockhamwell Road	Proposed replacement of existing external ATM with upgraded model and lowered to be DDA compliant.	Approved <i>[WTC: no objections]</i>
A/2015/0906	160 Crockhamwell Road	Application for advertisement consent for the proposed erection of replacement signage above ATM machine.	Approved <i>[WTC: no objections]</i>
CLP/2015/0927	12 Coppice Road	Application for a certificate of lawful proposed use for the erection of a single storey rear extension and conversion of existing garage to a games room.	REFUSED
F/2015/0934	4 Scott Close	Householder application for a single storey rear extension and conversion of garage to habitable room.	Approved <i>[WTC: no objections]</i>
F/2015/0975	24 Badgers Rise	Householder application for a single storey rear extension to dwelling.	Approved <i>[WTC: no objections]</i>
F/2015/0982	34 Bingley Grove	Proposed conversion of existing garage to additional habitable accommodation.	Approved <i>[WTC: no objections]</i>
F/2015/1040	1 Caldbeck Drive	Proposed erection of a single storey side extension to dwelling, following demolition and removal of existing garage.	Approved <i>[WTC: refuse]</i>

External Meeting Report

Wokingham District Association of Local Councils (WDALC)

Held at the Civic Offices, Shute End, Wokingham on 18th June 2015.

Report by Cllr. Tom Barker

There were attendees from Barkham; Charvil; Winnersh; Wokingham Town; Arborfield & Newland; Shinfield and Woodley Town.

The following topics were discussed:

- There used to be a grant of £160k for TC/PC's which was reduced to £100k last year. The grant for this year is still unknown but likely to be reduced again.
- WBC has requested that all TC's and PC's provide an asset register. Some attendees were inclined not to provide this unless there is a legal compulsion to do so.
- New employment and Pension laws. This is causing a problem for the smaller Parish Councils with few employees. Councillors have been on training courses in preparation.
- Disaster Recovery. South Oxfordshire DC and the Oxfordshire version of BALC lost all their paper data and archives in the recent fire at their offices in Crowmarsh Gifford. Data backups should be stored off-site.
- There is a Berkshire Association of Local Councils (BALC) meeting at Knowle Hill on 24th June but WTC does not have a seat on this forum this year.
- There used to be an annual Parish conference which is no longer running. There was interest in restarting this.
- Parish Charter. Wokingham Town has an SLA with WBC which could be used by other TC/PC's.
- Many planning issues discussed including Traffic, Parking and the relationship between the TC/PC planning groups and the WBC planning committee.
- The representative from Shinfield tabled a draft Neighbourhood Plan document for comment. This has subsequently been distributed to the WTC Planning Committee.
- The relationship between WDALC and WBC was discussed. It was decided that issues common to all members of WDALC be prioritised and the top priority issues only be put to WBC. It was considered that WDALC will be more successful if a small number of issues supported by the whole group is tabled with WBC.

Town Mayor's Engagements – 20 May 2015 to 30 June 2015

May	20	Woodley Sports Week - Presentation to winners of the cricket tournament
	21	Woodley Sports Week – Tri Sports at Woodford Park
	21	Berkshire Maestros Superstar Event at Addington School
June	2	Royal County of Berkshire and Surrey Armed Forces Briefing 2015 at the Royal Military Academy, Sandhurst
	13	Opening of Woodley Carnival

Deputy Town Mayor's Engagements

May	20	Woodley Sports Week – Presentation to winners of the swimming gala
	21	Woodley Sports Week – Tri Sports at Woodford Park

Council meeting 30 June 2015

Agenda item 5

**Financial Statements and Annual Return 2014/15
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Woodley Town Council
Financial statements for the year ended 31 March 2015

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Councillors

The following were serving Members of the Town Council as at 30 June 2015:

Keith Baker	Tom Barker	Shadi Brindley	Anne Chadwick
Jenny Cheng	Caz Dixon	Richard Dolinski	Paul Etherington
Michael Forrer	Doug Fradley	Brian Franklin	Kay Gilder
Mark Green	Robert Horskins	Rob Lay	John MacNaught
Dave Mills	Sam Rahmouni	Darren Smith	Bill Soane
David Stares	Jackie Trick	Mary Walker	Philip Wicks
Mark Willson			

Councillor Dave Mills was appointed Town Mayor on 19 May 2015.

Town Clerk and Responsible Financial Officer

Deborah Mander

External auditors

Mazars LLP
The Rivergreen Centre
Aykley Heads
Durham
DH1 5TS

Contacting the Council

Council Offices
The Oakwood Centre
Headley Road
Woodley
Berkshire RG5 4JZ

Telephone (0118) 9690356
Fax: (0118) 9216928
Email: admin@woodley.gov.uk
Website: www.woodley.gov.uk

Woodley Town Council
Financial statements for the year ended 31 March 2015

Explanatory foreword

Accounting and audit

Following legislative changes that became effective from 31 March 2011, the Council is no longer subject to a full external audit as its income and expenditure is below £6.5 million. Instead, the Council now falls within the limited assurance audit regime.

The Council's statutory accounts are now included in the annual return for external audit purposes and comprise a brief summary of income and expenditure, reserves and bank balances and long-term assets and liabilities. The amounts in the statutory accounts represent a summary of the related information presented in more detail within these unaudited financial statements. The annual return and these financial statements were approved at a Council meeting on 30 June 2015.

The annual return will, in due course, include the external auditor's opinion and will be advertised when received and available for inspection.

Financial responsibilities

The Council is required to (a) make arrangements for the proper administration of its financial affairs; (b) appoint a Responsible Financial Officer (RFO) to have responsibility for the Council's financial affairs; and (c) manage its affairs to ensure economic, efficient and effective use of resources, and to safeguard its assets.

The RFO is responsible for ensuring that the financial statements are (a) prepared in accordance with the Code of Practice on Local Authority Accounting, so far as applicable to the Council; and (b) present fairly the financial position of the Council as at 31 March 2015 and its income and expenditure for the year then ended. The RFO has selected suitable accounting policies and ensured that they were applied consistently; made judgements and estimates that were reasonable and prudent; and complied with the Code.

The RFO has also ensured that proper accounting records were maintained throughout the year, and that reasonable procedures were in place for the prevention of fraud and other irregularities.

Commentary on the financial outturn for the year

This year the Council budgeted to use general reserve funds to support its annual expenditure. The original budget forecast the use of £58,691 from reserves to support spending. At the year end a sum of £60,178 was allocated from the general reserve and this now stands at £384,897. This is regarded as a reasonable level of general reserve, given the potential projects and issues facing the Council over the next few years (see below), and the makeup of the Council's annual income, a significant proportion of which is raised through fees and charges (44% in 2014/15) and therefore subject to external economic factors.

Woodley Town Council
Financial statements for the year ended 31 March 2015

The following table provides further information and explanations for the variations between this and the previous year's net figures.

	<i>Net</i> <i>2015</i> £	<i>Net</i> <i>2014</i> £	<i>Savings (-)/</i> <i>extra costs</i> £	<i>Explanation/information</i>
Woodford Park LC	61,647	63,681	-2,034	Increase in income higher than increased costs.
Bulmershe LC	89,078	47,989	41,089	Early surrender of lease and transfer to 1Life wef 1/12/14 – agreed repairs pre transfer and staff costs higher than budgeted for.
Outdoor sports and recreation	71,928	65,922	6,006	Additional tree works required. Income from fair visits and football lower.
Play areas	10,689	9,011	1,678	Running and play equipment costs higher.
Oakwood Centre	-3,478	-5,150	1,672	Staff costs higher.
Coronation and Chapel Halls	-3,214	-2,330	-884	Staff costs were higher, offset by higher income.
Inn on the Park	-29,125	-29,986	861	Slightly higher running costs.
Allotments	11,558	13,399	-1,841	Water costs lower and slight increase in income from tenants.
Partnership projects	35,421	34,861	560	Higher staff costs.
Grants under 137	2,050	4,000	-1,950	Lower number of grant applications received.
Other grants	29,660	28,014	1,646	Small changes in grant levels.
Public amenities	7,489	9,556	-2,067	Lower street lighting and amenities repairs costs.
Public events	4,264	5,549	-1,285	Grant to Carnival higher in 2013/14, lower expenditure on events.
Capital expenditure and receipts	46,792	57,882	-11,090	Lower cost of capital projects completed and grant funding received in 2014/15.
Loan interest and repayments	169,315	183,392	-14,077	Loan payments for 2012/13 due on 31 March 2013 (a weekend) paid in 2013/14. 2014/15 all loan payments made in year.
Loan sinking fund investments	92,888	81,515	11,373	Compensation income from Keydata paid in 2014/15 allocated to the fund.
Administration and office costs	238,320	251,338	-13,018	Savings made on equipment and lower central maintenance running costs.
Democratic process	41,023	34,059	6,964	By election costs in 2014/15. Staff costs higher – vacancy savings in 2014.
Council wide central costs	275,172	237,083	38,089	Employer's pension costs 1.2% percentage increase in 2014/15, legal costs higher in respect of Bulmershe LC transfer, insurance costs lower. Payment to HMRC in respect of NI and PAYE issues that have been addressed.
<i>Net cost</i>	<u>1,151,477</u>	<u>1,089,785</u>	<u>61,692</u>	

Woodley Town Council

Financial statements for the year ended 31 March 2015

The Council holds earmarked reserves, which include a special projects reserve to fund start up project costs. It also has separate reserves for specific projects, for example, the 3rd Generation Artificial Grass Pitch project at Woodford Park, the World War 1 information boards reserve. The elections fund has been built up to cover the costs of the Town Council elections in May 2015. There is also a fund for a bookings system for all the Council's facilities. Other funds are held to fund expenses for which grant funding or other income for a specific purpose has been received, eg youth projects, community badminton.

In addition, the Council has a repairs and renewals fund and a capital programme fund to which funds are added and spent from each year on fittings/furniture and on the refurbishment of Council property.

The Council has been affected by the changes in the Council Tax benefit scheme. These have had the effect of reducing the income the Council raises through the precept, the charge for the Town Council's services made on every household in the town. Government funding of £74,858 to support this gap in income was paid through Wokingham Borough Council in 2013/14. However, the Borough Council reduced this sum to £43,220 in 2014/15 and has maintained this lower level of funding for the coming year.

The Council's 20 year lease with Wokingham Borough Council on Bulmershe Leisure Centre, due to end in March 2015, was surrendered early, on 1 December 2014. From that date the Borough Council's leisure operator, 1Life, took over the management of the centre. There were some budget savings in 2014/15 as a result of the transfer, for example, insurance, pension and National Insurance costs. However, repairs and other costs associated with the negotiated transfer have meant that the year's outturn for this cost centre was similar to the full year budget estimates.

In July 2014, and in conjunction with the Woodley War Memorial Fund Committee, which raised funds for the memorial, the Council managed the installation of the town's public war memorial, which was unveiled by HRH the Duke of York KG. The civic space in which the memorial sits was funded by developers' contributions agreed by Wokingham Borough Council.

In the previous year's financial statements it was reported that HMRC required some National Insurance and PAYE issues had to be revised and brought into line with required practice and that these had been addressed. In this year the Council was required to make a payment of £25,577 in respect of these matters covering a five-year period. This has been funded from the general reserve, with no penalties applied because of the way in which the Council co-operated fully with HMRC.

A new part time post of Venues Supervisor was added the establishment to oversee the management of staff and operations at the Oakwood Centre and Coronation and Chapel Halls. A one year full time Venues Assistant post was also appointed to in January 2015 in order to support the staff cover requirements at the Oakwood Centre.

The Council continues to seek ways to increase income from its services and to develop activities and sports in the town. The 3G pitch project, which includes the refurbishment of a tennis/netball court, the resurfacing of the drive and main car park at Woodford Park Leisure Centre and an additional 59 parking spaces at the Centre, will be completed in the coming year. Planning permission has been given and funding from the Premier League and Football Association Facilities Fund has been awarded. The Council will match this with a government approved loan of £255,000 from the Public Works Loan Board for its required share of the project costs.

Woodley Town Council
Financial statements for the year ended 31 March 2015

The Council is also managing a project to provide a public toilet in the town centre, for which developers' contributions have been allocated by Wokingham Borough Council and will be developing a project to improve the north end of the town centre. Opportunities to develop and refurbish Woodford Park Leisure Centre and its sports and leisure activities will also be discussed and considered by the newly elected Council.

Further information about these Financial Statements is provided in the notes from page 8 onwards.

Signed on behalf of the Council

.....
Deborah Mander, Responsible Financial Officer
30 June 2015

Woodley Town Council
Financial statements for the year ended 31 March 2015

Income and Expenditure Account for the year ended 31 March 2015

	Note	Year ended 31 March 2015			2014
		Expense	Income	Net	Net
		£	£	£	£
Leisure activities					
Woodford Park Leisure Centre		257,034	195,387	61,647	63,681
Bulmershe Leisure Centre		361,669	272,591	89,078	47,989
Outdoor sports and recreation		96,777	24,849	71,928	62,097
Play areas		10,689	0	10,689	9,011
Community halls					
Oakwood Centre		141,266	144,744	-3,478	-5,150
Coronation & Chapel Halls		54,803	58,017	-3,214	-2,330
Inn on the Park		11,675	40,800	-29,125	-29,986
Allotments		19,549	7,991	11,558	13,399
Community support					
Partnership projects		91,582	56,161	35,421	34,861
Grants under S137 LGA 1972	5	2,050	0	2,050	4,000
Other grants	5	29,660	0	29,660	28,014
Public amenities		7,489	0	7,489	9,556
Public events		4,264	0	4,264	5,549
Capital expenditure and receipts	6	142,161	95,367	46,794	61,707
Loan interest and repayments	2	169,315	0	169,315	183,392
Loan sinking fund investments		117,727	24,839	92,888	81,515
Administration & democratic costs					
Administration and office costs		241,745	3,425	238,320	251,338
Democratic process		41,023	0	41,023	34,059
Council-wide central costs		283,772	8,600	275,172	237,083
Net cost of Council services		2,084,250	932,771	1,151,479	1,089,785
Precept on Wokingham Borough Council				1,030,349	1,059,676
Precept support grant				43,220	74,858
Interest and investment income				30,698	31,867
Net income/expenditure (-) for the year				-47,212	76,616
Movements on earmarked reserves					
Transfers from reserves	14		11,836		
Transfers to reserves	14		-24,802	-12,966	-19,899
Increase/decrease (-) in general fund for the year				-60,178	56,717
Balance brought forward				445,075	388,358
General fund balance carried forward				384,897	445,075

Woodley Town Council
Financial statements for the year ended 31 March 2015

Balance Sheet as at 31 March 2015

	Note	<u>31 March 2015</u>		<u>31 March 2014</u>	
		£	£	£	£
Current assets					
Stocks			818		1,162
Debtors and prepayments					
Amounts due for Council services		34,878		31,791	
VAT recoverable		12,414		16,763	
Revenue grants receivable		70,336		3,089	
Accrued income		13,271		14,787	
Prepaid expenses		47,481		45,428	
			178,380		111,858
Bank and cash balances					
Term deposits		723,591		810,769	
Deposit accounts		23,102		14,007	
Current accounts		-174,678		-40,521	
Petty cash and cash floats		409		716	
			572,426		784,971
			751,624		897,991
Less current liabilities					
Creditors and income in advance					
Trade supplies and services		19,638		88,651	
Other creditors		17,282		12,923	
VAT provision (partial exemption)		21,000		23,500	
Loan interest accrued		0		0	
Other accruals		48,882		35,408	
Grants received in advance		18,819		20,077	
Income received in advance		17,196		61,413	
			142,817		241,972
Net assets			608,807		656,019
Reserves and balances					
Earmarked reserves					
Capital projects	14		77,537		79,290
Asset replacement	14		18,702		17,864
Other earmarked reserves	14		127,671		113,790
			223,910		210,944
General fund as shown on the Income & Expenditure Account (page 5)			384,897		445,075
			608,807		656,019

These financial statements show a true and fair view of the Council's financial position as at 31 March 2015, and of its income and expenditure for the year ended on that date. These financial statements were approved by the Council on 30 June 2015.

.....
 Councillor Dave Mills
 Town Mayor

.....
 Deborah Mander
 Responsible Financial Officer

Woodley Town Council

Financial statements for the year ended 31 March 2015

Notes to the Financial Statements

1. Principal accounting policies

Accounting convention

These financial statements have been prepared in accordance with proper accounting practices as set out in the SLCC Practitioners' Guide for Local Councils, and as such meet the requirements of the Accounts and Audit Regulations 2011.

Fixed assets and associated long-term borrowings

Fixed assets comprise (a) those tangible assets which are considered to yield benefit to the community, or the services which the Council provides, for more than one year; and (b) long-term debtors and investments. These assets are not included in the Council's balance sheet but are disclosed as within Notes to these financial statements. All expenditure on acquiring or enhancing fixed assets is charged to Income & Expenditure Account in the year in which it is incurred.

Tangible fixed assets are stated at cost or (in the case of freehold and leasehold properties) at valuation, less accumulated depreciation to 31 March 2010 where relevant, being the date when accounting and audit requirements were changed and depreciation was no longer required.

Certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are therefore stated at nominal values.

Long-term borrowings similarly are not included in the balance sheet but are disclosed in the Notes to these financial statements. Loan repayments are charged to Income & Expenditure Account in the year in which they are incurred.

Capital receipts

Receipts from the sale of fixed assets, and grants or loans advanced for the acquisition or enhancement of fixed assets, are credited to Income & Expenditure Account when received and transferred to capital receipts reserve until used to finance capital expenditure.

Debtors and creditors

These financial statements are prepared on an accruals basis in accordance with Accounts & Audit Regulations. Except for expenditure on fixed assets or capital receipts (see above), income and expenditure therefore includes amounts due to, or payable by, the Council.

Stocks

Stocks of retail items at leisure centres are valued at cost. Other stocks are treated as consumed at the time of purchase because the aggregate value at any time is not material in relation to the Council's financial statements.

Pension contributions

Employer contributions to the Berkshire Superannuation Scheme (which is a defined benefit scheme) on behalf of the Council's staff are charged to Income & Expenditure Account on the accruals basis. Employer contributions are determined by the Scheme's actuaries on a triennial basis and are set to ensure that the Scheme will be funded to meet 100% of its liabilities in accordance with Government regulations for local government pension schemes.

Woodley Town Council
Financial statements for the year ended 31 March 2015

	<u>2015</u>	<u>2014</u>
	<u>£</u>	<u>£</u>
2. Interest and loan repayments		
Interest payable	133,988	137,022
Loan repayments	35,327	46,369
	<u>169,315</u>	<u>183,391</u>

3. Employee costs and numbers		
Salaries and wages	824,930	825,711
Employer National Insurance contributions	42,106	45,035
Employer pension contributions (see below)	107,152	74,491
	<u>974,188</u>	<u>945,237</u>

Employer pension contributions were paid at 17.2% of employees' pensionable earnings in the year (2014: 16%) as determined in the most recent actuarial valuation as at 31 March 2014. HMRC payment of £25,577 is allocated to staff costs.

The average monthly number of employees during the year was:

	<u>Number</u>	<u>Number</u>
Full time	25	26
Part time	56	79
The transfer of Bulmershe Leisure Centre to 1Life on 1 December 2014 has reduced staff numbers.	<u>81</u>	<u>105</u>

	<u>£</u>	<u>£</u>
4. Audit fees		
Fees paid to external auditors for statutory audit services	2,400	2,400

5. Grants to local organisations		
The Council made grants to local organisations to facilitate:		
Transport for the disabled	18,357	17,822
Counselling and advisory services	9,303	9,192
Cultural services	2,000	1,000
	<u>29,660</u>	<u>28,014</u>

The Council made grants under Section 137 of the Local Government Act 1972 where there were no specific enabling powers amounting to	<u>2,050</u>	<u>4,000</u>
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The maximum available under Section 137 in the year was £147,823 based on an electorate of 20,531 at 1 April 2014.

6. Tangible fixed assets		
Expenditure in the year on tangible fixed assets was as follows:		
Play and sports equipment	18,794	-
Other equipment	4,068	7,575
War memorial	82,538	13,825
Expenditure not creating new assets	36,761	50,690
	<u>142,161</u>	<u>72,090</u>
The Council received external funding towards capital expenditure:		
Specific grants received	95,367	10,383
	<u>46,794</u>	<u>61,707</u>

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	2015	2014
	£	£
7. Long-term investments		
Expenditure on long-term investments during the year was	117,727	88,414
Proceeds from sale of investments/compensation received was	-24,839	-6,899
Net expenditure on investments	<u>92,888</u>	<u>81,515</u>
Investments held by the Council:		
Purchases in the year	117,727	88,414
Original cost of disposals in the year	20,635	0
Net increase during the year	97,092	88,414
Cost of investments as at 1 April	738,969	650,555
Cost of investments as at 31 March	<u>836,061</u>	<u>738,969</u>
<p>These investments represent a sinking fund set up to meet the amounts repayable on loans amounting to £2M that fall due in 2025 and 2026. The Council takes professional advice on management of the investment portfolio, and the amount precepted annually for the fund is kept under review in conjunction with the investment adviser. In 2014 the Council received compensation of £6,899 in respect of a previous investment. In 2015 it received a further compensation payment of £696.</p>		
The investments had a market value at year end of	<u>1,019,642</u>	<u>858,589</u>
8. Fixed assets		
Operational freehold land and buildings		
Woodford Park Leisure Centre	1,519,411	1,519,411
Coronation Hall and car park	239,100	239,100
Chapel Hall and car park	196,000	196,000
The Oakwood Centre	3,517,000	3,517,000
Works and maintenance depots	<u>183,887</u>	<u>183,887</u>
	5,655,398	5,655,398
Vehicles and equipment	461,451	480,799
Light vans (3) and tractors (2) with ancillary equipment		
Grounds maintenance equipment		
Furniture and equipment at Oakwood Centre, halls and office		
Infrastructure assets	283,703	283,703
Hard surface sports area, Woodford Park		
Skate spot, Woodford Park		
Equipment in children's play areas		
Street lighting columns (7)		
Community assets	476,802	375,470
Woodford Park		
Children's play areas around Woodley (No 4.)		
Total tangible fixed assets	<u>6,877,354</u>	<u>6,795,370</u>
Investments (see Note 7 above)	836,061	738,969
Long-term debtor (see below)	85,000	85,000
Total fixed assets	<u>7,798,415</u>	<u>7,619,339</u>

Woodley Town Council Financial statements for the year ended 31 March 2015

The long-term debtor represents the Council's contribution to a joint venture with Wokingham Borough Council in the Woodley Airfield Youth & Community Centre. No income is receivable, and the investment is repayable only on disposal of the Centre.

<u>2015</u>	<u>2014</u>
£	£

9. Long-term liabilities

The Council has borrowed amounts from the Public Works Loans Board on various occasions over past years in connection with various capital schemes to purchase or improve its fixed assets. Some of these loans are repayable by annual instalments through precepted sums. Others are repayable on maturity, and the Council has established a sinking fund with annual contributions to provide for the amount due on maturity. The amounts repayable at year end are as follows:

Within one year of the balance sheet date	38,644	35,329
Between one and two years	32,268	38,644
Between two and five years	76,231	83,546
Between five and ten years	391,735	101,251
More than ten years	<u>1,858,330</u>	<u>2,173,764</u>
	<u>2,397,208</u>	<u>2,432,534</u>

10. Capital commitments

The Council had no capital commitments at 31 March 2015 not otherwise provided in these financial statements (2014: none).

11. Contingent liabilities

The Council is not aware of any contingent liabilities at the date of these financial statements, other than those mentioned in the foreword. (2014: none).

12. Trust funds; Woodley Memorial Recreational Ground Charity

The Council is corporate trustee for this Charity, which is registered in England as number 300098. The Charity owns an area of land in Woodley, known as the Memorial Ground, which is available to the general public for sport, recreation and leisure use, but it has no other assets. The Council maintains this land on behalf of the Charity under its general powers for the maintenance of land and open spaces; and the Charity makes a donation to the Council each year, equivalent to its annual income, in consideration for the Council bearing the costs of maintenance.

The costs incurred in the year ended 31 March 2015 were £7,253 (2014: £6,605), to which the Charity contributed its income of £104 (2014: £202).

13. Related party transactions

The Council awards grants to support a number of voluntary or charitable bodies, but it does not attempt to influence through awarding the grants. Members also represent the Council on various organisations, but the appointments do not place Members in a position to exert undue influence.

No Members have undertaken any declarable, material transactions with the Council, nor vice versa. Details of any such transactions would be recorded in the Register of Members' interests.

The Council has received £61,712 from Wokingham Borough Council towards the operational costs at Bulmershe Leisure Centre between 1 April 2014 and 30 November 2014. (Whole year income in 2013/14: £80,383)

Woodley Town Council
Financial statements for the year ended 31 March 2015

14. Earmarked reserves

	<u>At 1 April</u> <u>2014</u> <u>£</u>	<u>Transfer to</u> <u>reserve</u> <u>£</u>	<u>Transfer</u> <u>from reserve</u> <u>£</u>	<u>At 31 March</u> <u>2015</u> <u>£</u>
Capital receipts	-			
Capital projects	59,290		-11,753	47,537
Capital project - WPLC	20,000		5,000	25,000
Capital project – WPLC roof	0		5,000	5,000
Repairs & renewals fund	17,864		838	18,702
Other earmarked reserves				
Special projects	47,319		-9,200	38,119
Oakwood Centre sinking fund	17,880	3,728		21,608
Play area reserve	0	5,002		5,002
Allotments security	992		-922	70
WPLC 3G pitch reserve	0	558	0	558
Allotment toilets	530	165		695
Town centre clock/pagoda repairs	3,509			3,509
Baseball posts/youth projects	687			687
WPLC Eat 4 Health	1,303		-800	503
Swim teacher development	570			570
WP community badminton fund	0	4,493	0	4,493
Council elections	11,000	6,864		17,864
Bookings software reserve	30,000			30,000
WASP reserve	0	72		72
WW1 info boards reserve	0	3,921	0	3,921
	113,790	24,803	-10,922	127,671
	210,944	24,803	-11,837	223,910

Local Councils in England

Annual return for the financial year ended 31 March 2015

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

ENTER WOODLEY TOWN

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	579,403	656,019	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	1,059,676	1,030,349	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	1,056,338	1,006,689	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	-945,237	-974,188	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	-183,391	-169,315	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	-910,770	-940,747	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	656,019	608,807	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	784,971	572,426	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	(Restated) 7,619,339	7,798,415	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	2,432,534	2,397,208	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes no <input checked="" type="checkbox"/>	<input type="checkbox"/>	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these accounting statements were approved by the council on this date:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date DD/MM/YYYY

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

ENTER LOCAL WOODLEY TOWN

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		‘Yes’ means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.			prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year has given all persons interested the opportunity to inspect and ask questions about the council’s accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

MINUTE REFERENCE

dated DD/MM/YYYY

Signed by:

Chair SIGNATURE REQUIRED

dated DD/MM/YYYY

Signed by:

Clerk SIGNATURE REQUIRED

dated DD/MM/YYYY

*Note: Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the council will address the weaknesses identified.

Section 3 – External auditor certificate and report 2014/15 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

WOODLEY TOWN

Council/Meeting

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

Section 4 – Annual internal audit report 2014/15 to

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments of income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

N/A

Name of person who carried out the internal audit **P. REYNOLDS F. MAAT.**

Signature of person who carried out the internal audit P. Reynolds Date **8/6/2015**

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All green boxes completed by internal audit and explanations provided?	✓

*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

Explanation of significant variances in the accounting statements - Section 1

Local council name: WOODLEY TOWN COUNCIL

The Practitioners' Guide (paragraphs 2.15 to 2.27) provides guidance on explaining significant variances. (This is not just a matter for the audit, as it is good practice for the Council to be provided with explanations for differences between one year's income/expenditure and the next, and between budgeted and actual income/expenditure in a year, as part of the normal budgetary control arrangements and when setting the precept.)

Section 1	2013/14 £	2014/15 £	Variance (+/-) £	Detailed explanation of variance (please include monetary values (to nearest £10)	£
Box 2 <i>Precept</i>	1,059,676	1,030,349	-29,327		
Box 3 <i>Other income</i>	1,056,338	1,006,689	-49,649	Precept support grant reduced Less income from Bulmershe Leisure Centre More income from Woodford Park Leisure Centre More income from halls Less income from outdoor facilities Higher contributions for war memorial Section 106 contribution received Higher investment proceeds Small amounts of other income (aggregated)	-31,638 -145,665 18,970 10,678 -6,599 71,565 13,802 17,940 1,298 Total -49,649
Box 4 <i>Staff costs</i>	945,237	974,188	28,951	HMRC settlement for PAYE/NI (5 years) Higher employers pension costs Higher costs Oakwood and Woodford Park Centres Lower costs Bulmershe Leisure Centre Smaller variances (net)	25,577 36,854 25,237 -66,294 7,577 Total 28,951
Box 5 <i>Loan interest/ capital</i>	183,391	169,315	-14,076	March 2013 loan repayments paid April 2013 (payment dates fell on a weekend). March 2014 payment made in March 2014	
Box 6 <i>Other payments</i>	910,770	940,747	29,977	Capital project variances: Less spent on capital projects War Memorial costs higher Malone Park play equipment Woodford Park LC costs higher Bulmershe LC costs lower Investment purchases higher Investment compensation costs 2014 Lower accounts/audit costs Central admin lower repairs & PR/promotion costs Lower insurance costs Smaller amounts (aggregated)	-17,463 68,713 18,794 7,592 -38,652 29,313 -7,844 -6,461 -11,818 -7,341 -4,857 Total 29,976

**Annual Governance Statement 2014/15
– Section 2 of the Annual Return**

Item 5 c) on the Council agenda

Statements	Information for councillors
1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	(Earlier item on agenda) The accounting statements have been prepared by the Responsible Financial Officer and the Finance Officer, in compliance with statutory guidelines and proper practices. The internal auditor has reviewed and checked these.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Responsibility of managers to maintain internal control and review and can confirm that this has happened this year and a rolling and ongoing programme of training for all staff handling cash has been put in place. Anti Fraud strategy was approved by council in April 2010 and issued to all staff. Internal audit report for the 2014/15 year was provided to Members at Strategy and Resources Committee meeting 16/6/15.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non compliance with laws, regulations and proper practices that could have a significant effect on the ability of the council to conduct its business or on its finances.	Town Clerk and management responsibility – council and committees make decisions based on information provided in reports to meetings and have opportunity to question and discuss. Information on regulations and any requirements reported to the council. I believe the council has followed proper practices in its financial procedures and controls and that this is borne out by the internal auditor’s work.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit regulations.	Notice in respect of electors’ rights was displayed from 17 June on noticeboards and on the website with the period when the books and associated documents are available for public inspection running from 1 July to 28 July 2014.
5. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Risk Management Strategy was reviewed by the Risk Management Working Party Strategy on 30/3/15 and approved by the Council on 28/4/15. The risk register was provided to the working party and Council at those meetings. The register includes the list of items identified, including financial matters, and how the risks are managed and actions taken/to take. The Council’s internal auditor also carried out a Financial Risk Assessment - provided to the Strategy and Resources Committee on 14/4/15. Recommended changes are being implemented. Budgetary control reports made to all budget holding standing committees at each meeting. Council signatories can confirm their scrutiny regarding the council’s cheque payments. Insurance cover is reviewed annually. The council has fidelity guarantee insurance and business interruption cover.

<p>6. We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.</p>	<p>Members approved the internal auditor's plan of work for 2014/15 at the Strategy and Resources Committee meeting on 10/6/14 and received the Internal Auditor's report of the work carried out over 3 separate visits during the year at the committee's meeting on 16/6/15.</p>
<p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p>	<p>2013/14 External Audit – request that all documents requested be submitted with the Annual Return (year end bank reconciliation had been omitted)</p> <p>In relation to past comments regarding the Standing Orders the Council reviewed its standing orders at its meetings on 12 February 2013 and 11 February 2014 and its financial regulations on 28/4/15.</p> <p>As a result of the 2014/15 internal audit visits and reports the following changes have been carried out:</p> <ul style="list-style-type: none"> • Additional internal checks on cash procedures • Review of cash floats • Additional information was added to the paying and cash collection sheets to improve reconciliation of entries in financial system and bank reconciliation.
<p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the council and, where appropriate have included them in the accounting statements.</p>	<p>There were no litigation, liabilities, commitments, events or transactions during or after the year end that have a financial effect on the council.</p>
<p>9. Trust funds (including charitable) - in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the funds/assets, including financial reporting and, if required, independent examination or audit.</p>	<p>The Council as trustee of the Woodley Memorial Recreation Ground is required to make an annual return to the Charity Commission and for 2013/14 this was submitted on 12/8/14.</p> <p>The Council has complied as far as it is able by stating the relevant information in the financial statements, however the ability to make the 2014/15 annual return to the Charity Commission is not yet available.</p> <p>Note 12 on page 10 of the financial statements sets out the financial information in respect of the charity. The charity has no funds and is therefore not required to be independently examined.</p>

Deborah Mander
Town Clerk
23 June 2015